

INSTRUCTIONS FOR STUDENT ASSISTANT TIME SHEETS

★ Student Assistants may work no more than twenty (20) hours per week [in all combined areas of the college]. All information on the Time Sheet must be completed. Incomplete Time Sheets will be returned to the originator or supervisor and payment of earned salary may be delayed one month.

PERIOD Enter beginning MONTH, ending MONTH and YEAR of payroll period.

NAME Print your NAME (last, first and middle).

W# Enter your assigned Student ID (W NUMBER).

WORK AREA Print the DIVISION/DEPARTMENT in which you work.


ACCOUNT # Your supervisor, administrator, or the Financial Aid Officer will provide the information needed for the FUND, ORGANIZATION, ACCOUNT and PROGRAM numbers.


CalWORKS and Financial Aid Coordinators are requested to show accurate percentage, hourly, and rate breakdown for Payroll purposes.


DAY OF WEEK Enter the day of the week (MON, TUE, WED, THUR, FRI) opposite the appropriate date.


HRS WORKED OR REASON FOR ABSENCE Enter the number of hours worked in the appropriate column or reason for absence.

TOTAL HOURS Total the hours in each column. Payroll will determine overtime hours. Student Assistant employment is limited to twenty (20) hours per week [in all combined areas of the college]. No more than eight (8) hours per day can be worked.

 Indicate the number of current semester units in which you are enrolled.

 Sign the Time Sheet and submit to your supervisor at the end of the last day worked during the pay period on or before the fifteenth (15th) of each month. Failure to submit Time Sheet by the fifteenth (15th) of the month [unless otherwise noted by your supervisor] may result in payment being delayed until the following month.

 Your supervisor will review, initial and forward to Division Dean or Administrator. The Dean or Administrator will review, sign and forward to the College's Administrative Services Office. Please make sure a copy of Financial Aid and/or CalWORKS student Time Sheets are forwarded to Financial Aid Officer and/or CalWORKS Coordinator.

 Paychecks will be available on the last work day of the month following the end of the pay period. Checks delivered to the LPC campus may be picked up between 9:00 a.m. - 12:00 noon and 2:00 - 5:00 p.m. in the Administrative Services Office. Students must show LPC student ID card.