

TO: College of Veterinary Medicine hourly student employees
FROM: Peggy Howerton, CVM Business Office
RE: Time and Leave Document (Timesheet) procedures and payroll guidelines

- ◆ **TIMESHEETS MUST BE COMPLETED IN INK AND REQUIRE ORIGINAL SIGNATURES FROM YOU AND YOUR SUPERVISOR PRIOR TO BEING SUBMITTED.**
- ◆ Signed timesheets are due in my office by 4:00 p.m. on the last Friday of the pay period, unless otherwise noted on the timesheet. In the event that you will be working on Saturday, you may turn in your timesheet **FIRST THING** Monday morning. You are welcome to turn in timesheets early if you will not be working the last portion of the pay period. **Timesheets turned in late are subject to a 2 week delay in pay!**
- ◆ Any changes (white-outs, cross-outs, write-overs, etc.) of hours must be initialed by you and your supervisor. It may be helpful to write down your exact hours **after** you've worked them instead of writing down your scheduled hours.
- ◆ Report the **total** number of hours worked per day, not the time period worked. Your time is to be recorded in **15 minute increments** according to the following:

Minutes worked	0-07	08-22	23-37	38-52	53-67
Hours recorded	0.00	0.25	.50	.75	1.00
- ◆ At the end of the pay period, **enter the total of hours worked in the far right hand column.** This will allow for verification of hours posted for payment.
- ◆ The maximum number of hours you are allowed to work per week is **30**, (20 hours for international students) while classes are in session and **40** hours during breaks and summers. If you hold more than one on-campus job, total hours combined cannot exceed the maximum. Working over the maximum number of hours per week is allowed only in extreme cases and must be approved by your supervisor.
- ◆ Overtime status is achieved only when you have worked over 40 hours in a pay period week. Working over 8 hours in a day is not considered overtime. If you must work overtime during a one week period, those extra hours need to be recorded on a separate row of your timesheet. Record up to 40 hours per week on the "SP1" row, then drop to the next row and add "K13" in the Earn Code column. Log any extra hours on this row.
- ◆ Each pay period runs from 12:01 a.m. the first Sunday to 12:00 a.m. on the second Saturday.
- ◆ **You must be enrolled in 6 (six) credit hours at KSU during the fall and spring semester to remain eligible for student employment.**
- ◆ **Notify me immediately when you have a change of mailing address.** Updating your address on the KATS system does not update the payroll system. You can either email me at phowerton@vet.k-state.edu or stop by 102 Trotter Hall.