

2013-2014 NORCO COLLEGE STUDENT EMPLOYEE TIMESHEET PROCEDURE

Helpful Tips for the Supervisor:

NOTE: Student employee timesheets require accuracy in all areas. It is necessary that the student employee complete the required areas prior to obtaining their supervisor's signature.

- A. It is best to document days and total hours worked daily on either the timesheet or a separate document (time log) to be transferred to the timesheet.
- B. Timesheets are a legal document, no white-out or pencil allowed. It is suggested to use the electronic PDF version, as it will automatically populate the hours for you. If timesheet is completed manually, please use only black or blue pen. Please initial any mistakes crossed out.
- C. Supervisors should keep the student's hire paperwork on file; it will contain all the needed information for accurate completion of timesheets.
- D. An accurate timesheet should be complete prior to obtaining the supervisor's signature and date. Signing a timesheet confirms that you have verified all information is accurate. Student Employee information and budgets are already filled out, please do not change these. Make sure student's did not work on a Holiday, if they did work, initial date.
- E. Timesheets need to be turned into the SEO before closing on the due date (see student employee payroll calendar for due dates). If it will be late, Student Employment needs to be notified.
 - a. Supervisors may **fax** timesheets for Norco SEO at – 951-372-7063.
or
Supervisors may place the **original timesheets** in the Student Employment mailbox located in the mail room or in the timesheet box located in the Student Employment Office.
 - b. If faxing timesheets, supervisors **must immediately mail the original timesheet** to the Norco Student Employment Office, or if on-campus use the school interoffice mail system for further processing of the timesheet(s).

Warning: Payroll must receive the original timesheet with original signatures on timesheets sent via the fax machine at least one week prior to payday. Any delays in this process will result in a delay of payment. Please mail original timesheet immediately to your respective college:

NORCO COLLEGE
Student Employment Office
2001 Third Street
Norco, CA 92860
PH: (951)372-7190
FAX: (951)372-7063