

Bard

Student Time Sheet Checklist

Required Information On All Time Sheets:

- Complete Pay Period Dates (Dates for BOTH Weeks Required)
- Student's Name, ID # & Email (LEGAL NAMES ONLY...NO NICKNAMES)
- Student's Signature
- Supervisor's Printed Name, Contact Info & Signature
- Account Number (Index 6-digit or FOAP 14-digit)
- Special Rate, if applicable (otherwise paid @ Min. Wage)
- Stipends must be broken down into Hours & Rate (Ex. 25 x \$10=\$250)
- Time Sheet Neat, Legible & Calculated Completely (Self-Calculating Time Sheets are Preferred)

Time Sheets Will Be Returned Or Payment Delayed If:

- Required information is missing, incorrect or incomplete
- Time Sheet is illegible or has time conflicts
- Student has not completed New Hire Paperwork
- Corrections are not initialed by Supervisor
- Pay Period Dates are incorrect, missing or incomplete
- Time Sheet is written in pencil
- Time Sheets are not delivered in sealed envelope with Supervisor's signature across back flap
- Time Sheet calculations are incorrect or incomplete
- Time Sheet is submitted after 12:00 noon on Monday following the Friday submission date

PLEASE CHECK TIME SHEETS CAREFULLY BEFORE APPROVING FOR PAYMENT