

# RIVERSIDE CITY COLLEGE STUDENT EMPLOYEE TIMESHEET PROCEDURES

## *Helpful Tips for the Supervisor:*

**NOTE:** Student employee timesheets require accuracy in all areas. It is necessary that the timesheet be completed in all the required areas prior to submitting to the Student Employment Office.

- A. THE PAY WEEK WHEN CALCULATING WEEKLY HOURS IS SUNDAY TO SATURDAY.**
- B.** It is best to document days and total hours worked daily on a separate document (time log) to be transferred to the timesheet.
- C.** Supervisors should keep the student's hire paperwork in a 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. It is *preferred* that you **TYPE** the hours worked and the total hours should automatically calculate at the bottom. However, timesheets with hand-written hours will also be accepted. Just make sure the total hours are totaled at the bottom. please check the following fields for complete information:
- Name – Last, First name (name as is on Social Security Card). Middle name is not required.
  - Social Security Number – Last four digits only.
  - Department/Site – Department including college (ie. Tutorial-RCC, Student Services-RCC).
  - Job Title – You will find this on the copies of the processed hire paperwork.
  - Type of Employee – Please check the Student Employee box.
  - Pay Period – Enter the Month/Day when the payroll starts and ends (found on the payroll calendar in the pay period column) and the year of the pay period (2021, 2022, etc...).

**MISTAKES/CORRECTIONS TO HOURS ON TIMESHEETS:** Timesheets should not have any mistakes. If a mistake occurs, a new timesheet is preferred, but the mistake can be crossed off (no white-out please) and replaced with the correct information if applicable. Both the supervisor and student will need to initial directly next to each correction.

**HOURS WORKED ON A HOLIDAY OR COLLEGE/SITE CLOSURE DAY:** If hours fall on a holiday or other college/site closure day, the supervisor **must initial** next to that day for verification and approval.

**CLAIMING SICK LEAVE:** Sick leave should be recorded on the timesheet with the word "Sick" next to the hours claimed on the date of absence and attach a **Student Sick Leave Affidavit Form** found at this link <https://www.rcc.edu/become-a-student/how-to-pay-forschool/student-employment.html> under "**Payroll Information and Forms**" at the bottom of the webpage. If the student worked part of their shift then record the total hours claimed on the date of absence and write the word "sick" and the number of sick hours claimed next to that day.

**E.** When all areas mentioned above have been completed, fill in the budget code(s) which is provided on the copy of the processed hire paperwork provided by the Student Employment Office (SEO). The hiring manager will also have this information. Submit to the manager according to their internal department procedure for approval. Timesheets need to be turned into the SEO by closing on the due date (see student employee payroll calendar for due dates). Timesheets may be emailed, faxed, or brought to the Student Employment Office. There is a timesheet box on the wall at the end of the counter near the Veterans Office. **If a timesheet will be late, Student Employment needs to be notified.**

**Warning: SEO must submit timesheets to payroll at least one week prior to payday. Any delays in this process will result in a delay in payment.**

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