

MANUAL Student Employment Office Office of Career Services	SECTION Payroll Processing	PAGE 1 / 1
SUBJECT <i>Daily Time Reports</i>		REVISED

Departments are responsible for maintaining records of work attendance on the Daily Time Report form (Available under FORMS). The data on this form are then summarized on the bi-weekly Electronic Standard Time Report. Each day, before beginning the work assignments, the student should enter the date and starting time. If there are two or more work periods during the day, the student must note each of these periods separately on the time sheet. At the end of the last work period of the day, the student must compute and enter the total time worked in the day's total hours column. Students are not paid sick leave, vacation or holidays.