

## **Instructions for filling out timesheets** **For Student Assistants and Supervisors – Job Placement**

- *All timesheets must be typed or filled out in ink. Blank timesheets can be found on our website: [www.glendale.edu/careerservices](http://www.glendale.edu/careerservices).*
- *Please reference the numbers listed to the “Sample Timesheet” below the instructions.*

### **Student Assistants Instructions:**

1. Enter student's last name first (Last Name, First Name). Use legal name.
2. Enter the student's GCC ID number.
3. Refer to current year Payroll Calendar to enter proper dates and the month. Example: (01/15/23 to 02/16/23). You can find the payroll calendar on our website: [www.glendale.edu/careerservices](http://www.glendale.edu/careerservices).
4. Enter the Total Hours for this pay period (including sick time).
5. Entering Sick Leave Hours used for this pay period.
6. Enter Department name.
7. Enter the Week of beginning on a Monday. Enter the number of hours student works each day. Use hours, half hours, or quarter hours (fractions). Do not use minutes or decimal. Non-working days should be left blank. If a student works on a Saturday, Sunday, or Holiday, supervisor initial the box where the hours appear. Please clear with Job Placement before allowing students to work weekends or holidays. If you are using sick time, enter the number of hours on the day sick time was used and type sick time in the box.
8. When making changes on a timesheet, cross out incorrect entries and write the correct entry beside it. Supervisor must initial each correction.
9. Enter Weekly Total hours.

### **Supervisors Instructions:**

10. Please enter the account number being used for your Student Assistants (if you know what account is being used). If you are not aware please leave it blank.
11. Please enter the Hourly Rate your Student Assistant is being paid.
12. Enter your Name. By inputting your name you also verify that the work of the Student Assistant was completed satisfactorily and that all information is accurate.
13. Enter the Date that you are reviewing and approving the Timesheet.
14. Enter any Special Notes you would like the Job Placement to reference.

**WHEN TO SUBMIT TIMESHEETS:**

- Due Dates are listed on the Student Assistant Payroll Schedule, please reference.
- Timesheets must be submitted on time. Late timesheets will result in a month delay in payment and must be approved by the Director of Career Services. A late timesheet may result in a month delay on payment.
- Any timesheet more than a month late must be approved by the Director of Career Services.

**HOW AND WHERE TO SUBMIT TIMESHEETS:**

- Timesheets should be emailed to the supervisors by the students. Supervisors should review and email the timesheets as attachments to [jobplace@glendale.edu](mailto:jobplace@glendale.edu).
- Paper Timesheets may be placed in the Job Placement mail box or brought to the office on the 3rd floor Sierra Vista Building in a sealed envelope.

For any additional questions you may contact the Job Placement staff members; email to [jobplace@glendale.edu](mailto:jobplace@glendale.edu) , call 818.240.1000 x5194, or visit our website: [www.glendale.edu/careerservices](http://www.glendale.edu/careerservices).

**SAMPLE TIMESHEET:**

**Glendale Community College  
Student Assistant – Monthly Time Sheet**

Student Name: 1  
GCC ID #: 2  
Pay Period: 3  
Total Hours for this pay period: 4  
Sick Leave Hours used for this pay period: 5  
Department: 6

<b>Week of</b>	7	7	7	7	7
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>TOTAL# of Hours</b>	9	9	9	9	9

**For Supervisors Use:**

Account Number: 10  
Hourly Rate: 11  
Supervisor's Name: 12  
Date: 13  
Special Notes: 14

\*Due Dates are listed on the Student Assistant Payroll Schedule.  
\*Late timesheets will result in a month delay in payment and must be approved by the Director of Career Services.  
\*Any timesheet more than a month late must be approved by the Director of Career Services.  
\*Sick leave must be reported, please note on the date and # of hours.  
\*The work of the Student Assistant was completed satisfactorily.  
\*I hereby certify that all information is accurate.