

New Student Employee Links

Timesheets:

[Time Entry Guide for Student Employees](#)

- Each day, please enter your hours as you work them, and click **SAVE**.
- When you have recorded all times worked at the end of the pay period, click **SAVE** and **SUBMIT FOR APPROVAL** in the upper right corner.
- We encourage you to submit the timesheet on Friday of the pay period, unless you work on Saturday.
- If a timesheet needs correcting within the pay period, ask your supervisor to reject the timesheet. Rejected timesheet will be sent back to you for review and/or editing.
- Corrected timesheet should be resubmitted for approval before the deadline.
- If you have any questions about payroll and time entry, please email payroll@ausburg.edu

Check for your position code when you begin working; problems are easier to fix when we fix them early. If you do not see the link or do not have access to time entry, please contact studentemployment@ausburg.edu immediately.

Payroll Schedule:

[2024 Payroll Schedule](#)

- Payroll periods last 2 weeks, start on a Sunday and end on the Saturday two weeks later.
- Timesheets are due every other Friday (unless you work on Saturdays). Please add a calendar reminder so you don't miss timesheet deadlines

Student Responsibilities:

- Enter hours worked daily, accurately and submit your timesheet on time. Timesheets are legal documents, so hours entered must reflect actual hours worked.
- Create a calendar reminder for every other Friday to prevent missed deadlines.
- Once a timesheet is submitted but corrections are required, contact your supervisor to "reject" your timesheet; this will unlock it, and you can make edits or corrections, then resubmit to your supervisor for approval.

Timesheet Corrections for Past Pay Periods:

- The Timesheet Corrections Form is designed to record any missed hours that were not paid on a past paycheck.
- Complete a timesheet correction form for hours missed on past timesheets.
- ***Timesheet Correction Forms should ONLY be used on rare occasions.*** It is not a substitute for entering time on your timesheet. Employees who frequently miss timesheet deadlines will be subject to corrective action.