

STUDENT TIME CARD REQUEST

Payroll Fax Number: 8600

Please select one of the following:

BearWeb time card not opened/submitted.

Request for supplemental hours to be added to time card.

Department Name: _____

Department Account Number: _____ Queue Number: _____

Supervisor Name: _____ Phone Number: _____

Pay Period Begin Date: ____/____/____ Pay Period End Date: ____/____/____

Student Name: _____ Student ID Number: _____

Work-Study

Graduate Bi-weekly

Please read and initial all information below:

____ As a student employee at Baylor, I am required to complete the on-line timecard in BearWeb and submit to my supervisor before the student deadline. Timecards are always due to be submitted before midnight on Saturday at the end of pay period, with the final deadline being midnight on Monday following the end of the pay period. **Pay schedules and timecard instructions are available at: Baylor.edu/payroll**

____ I understand that I can complete and submit my BearWeb timecard from any computer at any location, or from my cell phone.

____ I understand that a paper timecard should only be needed in case of an emergency, and I should be entering my hours on my BearWeb timecard as I am working during the pay period.

____ I understand that the Payroll Office does not provide notification when this paper timecard is ready. It can be picked up in the Payroll Office, 6th floor, Suite 600, Robinson Tower **24 hours** after the fax is sent.

Cash voucher rules: A cash voucher is to be requested only if it is crucial for the student to be paid before the next scheduled pay date. The completed, signed timecard must be dropped off in the Payroll Office to be calculated. The student may come back to the Payroll Office the following business day with their ID to pick it up. Students are allowed only one cash voucher per semester. All other time cards will be added to the next pay date.

X

Student Signature

X

Supervisor Signature