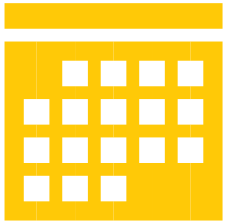


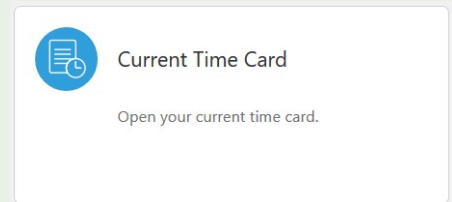
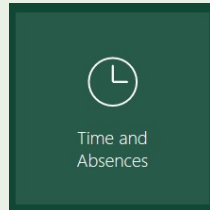


Student Employment Time Card Quick Reference

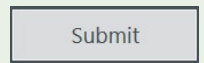
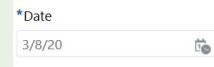
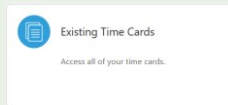
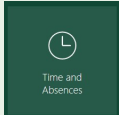
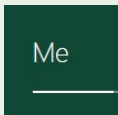
Creating a Student Employee Time Card



For the current time period:



For a time period outside of the current one:



Who Approves My Time Card?



Only if it is over 40 hours biweekly,
your direct line manager will
approve your time card.



What Happens if I Don't Submit My Time Card?



Your time card will be auto submitted. You will need to
contact your manager about correcting your time card.