

VASSAR COLLEGE STUDENT EMPLOYEES Return student logs by 5:00 PM on Payroll Mondays to: payroll@vassar.edu or FAX: 845-437-7742

Please use this template, complete in full each bi-weekly pay and include:

- 1) Your Organization name and Position V Number (found on JobX)
- 2) BW# and Dates in pay cycle (refer to payroll calendar on JobX - Additional forms & Resources)
- 3) Students' names and hours worked each day
- 4) Total the hours for each student

**Please only include the CURRENT pay cycle dates when submitting your logs, refer to the Student Payroll Calendar*

TIPS:

Create an Excel spreadsheet each year and designate the tabs on the bottom for individual pay cycles EX: 9/5 -9/18, 9/19-10/02 etc. You can set this up in advance, referring to the Student Payroll Calendar and pre-fill each with the correct BW# and dates for each pay. You can also do this in "Google Sheets" and share with stuemp@vassar.edu, if you decide on this way, please let us know.

Organization:

Position Number: V

2016-17 BW _____	Student 1	Student 2	Student 3	Student 4	Student 5	Student 5	Student 6	Student 7	Student 8
09/05/16	2.00	2.50	2.00	1.50		1.00			
09/06/16	1.00		2.00		2.00	3.00			
09/07/16	2.00	2.50	2.00	1.50	2.50	1.00			
09/08/16					2.50				
09/09/16	3.25	2.50	2.00	2.00	1.50	3.00			
09/10/16									
09/11/16									
09/12/16	2.00	2.50	3.00	1.50	1.00	2.00			
09/13/16	2.00	2.50	3.00	1.50	2.50	1.00			
09/14/16	2.00	3.25	2.50	2.50	3.75				
09/15/16						3.00			
09/16/16									
09/17/16									
09/18/16									
Total	14.25	15.75	16.50	10.50	15.75	14.00	0.00	0.00	0.00

Do not include any unrecorded/ late hours form previous pay cycles on this time log. Students will need to complete late paper time sheets and supervisors will sign to approve. Late Paper time sheets are available on JobX under "Additional Forms & Resources."

