VASSAR COLLEGE STUDENT EMPLOYEES Return student logs by 5:00 PM on Payroll Mondays to: stuempl@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 Title(found on JobX)
2) BW# and Dates in pay cycle (refer to Student Academic Payroll Calendar on the Student Financial Services web)
3) Students' names and hours worked each day
4) Total the hours for each student
5) You can choose to set up in "Google Sheets" and share with stuemp@vassar.edu. If you decide to do this way, please let us know.
6) Approving late hours? - Under this table, enter the student name, dates and hours worked
TIPS:
Create an Excel spreadsheet each year and designate the tabs on the bottom for individual pay cycles EX: 9/4 -9/17, 9/18-10/01 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.

Organization:
Position Title:

2017-18 BW _____	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
09/04/17	2.00	2.50	2.00	1.50		1.00				
9/05//17	1.00		2.00		2.00	3.00				
09/06/17	2.00	2.50	2.00	1.50	2.50	1.00				
09/07/17					2.50					
09/08/17	3.25	2.50	2.00	2.00	1.50	3.00				
09/09/17										
09/10/17										
09/11/17	2.00	2.50	3.00	1.50	1.00	2.00				
09/12/17	2.00	2.50	3.00	1.50	2.50	1.00				
09/13/17	2.00	3.25	2.50	2.50	3.75					
09/14/17						3.00				
09/15/17										
09/16/17										
09/17/17										
Total	14.25	15.75	16.50	10.50	15.75	14.00	0.00	0.00	0.00	0.00

Late Hours	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Name	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs	#hrs