



# Vassar College Student Employment Late Time Sheet

Use this form for any hours missed *later than* the past 3 pay cycles (6 weeks.) All other missed hours are to be added to your Workday time sheet.

Submit one late time sheet for each job and each payroll period with missed hours.

### Instructions for Student:

1. Fill out employee information.
2. Enter hours in quarter hour (0.25) increments.
3. Sign the certification and have your supervisor sign the employer certification at the bottom.
4. Drop off at Student Financial Services (Main S-199)

**See Reverse Side for Frequently Asked Questions**

Last Name	First Name	Employee ID <small>(choose the Personal Information worklet, then click "About Me")</small>	Position Title & Department <small>(As it is listed on Workday)</small>	Payroll ID <small>(BW##) (See Payroll Calendar)</small>	Payroll Period Dates <small>(14 Day Mon-Sun) (See Payroll Calendar)</small>
		0000 _____		BW _____	/ / - / /

*(Internal Use Only)* WORK STUDY:     FEDERAL (WSF)     VASSAR (WSV)     NONE

Earning Code Description	Earning Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Previous Pay Period	<b>RPP</b>															

*I certify that the hours entered represent a true and accurate record of the time worked by myself.*

\_\_\_\_\_  
Student Employee's Signature

\_\_\_\_\_  
Date

*I certify that the hours entered represent a true and accurate record of the time worked by the employee.*

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's printed name

\_\_\_\_\_  
Department/Supervisory Org

Student Employment Use:

Effective Date:



## Vassar College Student Employment

### **When are late time sheets due?**

Missed/late hours need to be reported in WORKDAY up to THREE pay periods (6 weeks) back. **Only use late paper time sheets for hours worked later than SIX weeks (3 pay cycles) prior.** Any late paper time sheet that is submitted after 10am on payroll Monday will be processed with the NEXT pay period. Students should always submit their time sheet by the deadline unless there is an emergency or a technical issue preventing them from doing so. Please note that occasionally your time sheet will need to be submitted early, such as during holidays. You will be emailed if a time sheet is due early. Please make every effort to not have late hours submitted for your job in the future.

### **What is my Position Title?**

Your Position Title is listed on your Workday time sheet. Please use the exact job title.

### **What is the Payroll ID?**

The Payroll ID is the Bi-Weekly Pay Period (BW##) that the college was in during the 14-day period you are recording late hours for. It begins with "BW" and contains two numbers. This ID is found on the student payroll calendar which can be found on the [Student Financial Services](#) web page.

### **What are the Payroll Period Dates?**

The Payroll Period Dates correspond to the beginning and end of the 14-day Payroll Period according to the campus Payroll Calendar on JobX. It should begin on a Monday and end on the Sunday of the second following week. The Payroll Period Dates should correspond with the Payroll ID.

### **How many late time sheets do I submit?**

You should submit one late time sheet for each position you work that you have missed hours during a specific pay period. Paper time sheets are used for late hours and web time sheets are used for current hours.

### **What hours should I record on a late time sheet?**

Your late paper time sheet should record any hours that did not appear or were not entered with your web time sheet. **Do not record hours that you already successfully submitted on your web time sheet.** You should only record hours you entered on a web time sheet if it failed to be submitted and approved by the time sheet deadline.

Hours should be entered in the same manner as entered online. Round your time to the nearest quarter hour increment (0.25).

### **Who signs my late time sheet?**

The supervisor who approves your regular web time sheets should also sign your late time sheet. You must bring the late time sheet to Student Financial Services after getting a supervisor's signature in order for it to be processed.

### **When do I get paid from a late time sheet?**

Late hours will be paid on the Friday of the regular pay cycle you return the late time sheet(s).

Any hours entered on a late time sheet will appear in Workday under the Pay Worklet.

**Still have questions? Contact Student Employment**

Office: Student Financial Services / Main Building South Wing 199/ (t) 845-437-5286 / (f) 845-437-7742 / (e) [stuemp@vassar.edu](mailto:stuemp@vassar.edu)