

Special Notes

1. Paychecks may be picked up on payday between 7:30 a.m. to 5:00 p.m.
2. All partial hours worked must be rounded off to the closest 1/4 hour. For example: 8 hours 10 minutes = 8.25 not 8.1; similarly, 8 hours 5 minutes = 8.00 not 8.05.
3. Do not send your time-sheet by courier/campus mail.
4. Use black or blue ink to complete your time-sheet. Time-sheets completed by pencil are unacceptable.
5. Time-sheets must be signed by you and your supervisor.
8. Time-sheets with missing signatures will not be processed. You must submit original time-sheets as copies will not be accepted.
9. **Any and all errors, scratchouts, etc. must be corrected and initialed by both you and your supervisor.**

For example: if you make two errors, both errors must be corrected and initialed by you and your supervisor.