

Student Employee Time and Attendance Reporting and Submission:

The **Office of Student Employment** continues to receive late timesheets on a regular basis.

Undergraduate and graduate student employee timesheets are due in the Office of Student Employment by 3:00 P.M. every two weeks. The following due dates are listed below for the remainder of the 2007 spring semester:

March 09, 2007

March 23, 2007

April 05, 2007

April 20, 2007

May 04, 2007

May 18, 2007

Effective immediately, late timesheets will be reported to division head supervisors. Timesheets must be returned to the Office of Student Employment even if no hours are reported and/or if the student no longer works for the department.

The Louisiana State Department of Civil Service requires that student employees, who are non-exempt employees, be paid in a timely manner and on a bi-weekly basis. We need a timesheet on each student in order to pay the student the correct pay for work performed. Therefore, we need student timesheets returned to the **Office of Student Employment by 3:00 P.M.** every two weeks.

Student employee timesheets will no longer be delivered through campus mail. Departments **must** pick up student timesheets from the **Office of Student Employment** on each payday. A full-time employee **must** hand deliver timesheets in the red folder to a full-time employee in the **Office of Student Employment**.

Please contact Kim Dronett, Coordinator of Student Employment, if you have any questions.
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