

Student timesheets-

Student timesheets are located on the top of the student work station in a document holder in the In process area.

Step 1: Go into LibCatMet2 on Madrid
Click on Student Timesheets
Click on student timesheets again
Each student has their own folder- for example
Click on Nastassia Rudak- Open her most recent timesheet double click

You will have to change the dates in both weeks from their filled in timesheet. The student fills them out, you plug in the times they have worked into the electronic version.

The timesheet automatically calculates the time at the bottom. However you have to make sure the Straight time matches this.

Go to File- Save as- Change the file name to match the date of the pay period ending that week.

Go to File- Print- Set the pages to print only page 1-Select Print
Sign this copy in BLUE ink only

Photocopy each timesheet

Put them in alphabetical order separately.

You should have 3 copies of each student timesheet-

- The original which the student has signed (student signature isn't necessary – it can be submitted without it if need be)

- The one you input and signed in blue

- The photocopy of the input timesheet

Take all three copies to the main office by the designated time previously reminded by Brenda Delaney or another member of the Administrative Office Staff.

Step 2: Click the back arrow twice

Go to catmetstudentbudgetFY13

Find each student, verify their pay rate, fill in the hours they worked for that pay period

Save

Step 3: Click the forward arrow

Open the folder that says Student templates

Find each student that is working for the next pay period

Open their template and change the dates for each week to match the next pay period. (This template should not have their pay rate on it since it will be in public view)

Print out a blank timesheet for each student, put it in the document holder in the In process area, they will fill it out as they work.