Reminder to all Hourly Students, Student Supervisors, and Student Timekeepers

Greetings!

Timesheets are due in the Finance Centers at 9 a.m. on Thursday, August 30th for the pay period ending August 31st. This will be for the pay date of September 7th.

Labor Day is observed by the College on Monday, September 3rd, and the Payroll office will be closed.

Reminder: when completing student timesheets for the above pay period, please have student employees correctly record the hours under the Sign In and Sign Out column(s) with ACTUAL hours they worked specifying the straight time hours, overtime, rate of pay, jobnet number, account strings, and the student and supervisor's signature to ensure accurate processing of pay for the paycheck date of September 7th.

Please note: if you have a student employee(s) who happens to WORK on Labor Day, students are not benefit-eligible, and are not entitled to holiday time, so those hours worked must be recorded under the Sign In and Sign out column(s).

If you have questions on how to correctly record time on the student timesheet, please view the url on our website at: http://www.dartmouth.edu/~control/faq/pay-timesheets.html

Timesheets dropped off AFTER the deadlines from above will need to be walked over to the Payroll Office. You also can contact Payroll at 646-2697 or email your request to Dartmouth.Payroll@Dartmouth.edu

This message does not include a distribution list for all student employees, so please feel free to pass along this notice to student employees and other individuals that may have student timesheet collection and/or approval responsibilities.

Thanks for your assistance.
Payroll