

# National Louis University

1000 Capitol Drive  
Wheeling, IL 60090

Payroll Contact Info:

Betty Holdsworth- Phone: 847.947.5506, Email: [Betty.Holdsworth@nl.edu](mailto:Betty.Holdsworth@nl.edu)

Brenda Crotty-Phone: 847.947.5451, Email: [BCrotty@nl.edu](mailto:BCrotty@nl.edu)

Payroll Fax: 847.947.5854

# Weekly Time Sheet

**Must be in Payroll before 12:00pm every Monday,  
unless otherwise noted on the Bi-Weekly Payroll Calendar**

## COMMUNITY SERVICE AGENCY

STUDENT EMPLOYEE

Name: \_\_\_\_\_

NLU ID# \_\_\_\_\_

Agency: \_\_\_\_\_

Week Ending \_\_\_\_\_

List the EXACT time on the quarter hour (must indicate a.m. or p.m.) worked below and a **30 minute break period MUST be taken and deducted from each day, when working 6 hours or more.** Return to the Payroll Office by 12:00 p.m. on every Monday or when they are due or the last day of the week the student works. **Timesheets received after 12:00 p.m. on the due date will NOT be processed until the following pay period.**

Day	Date	In	Out	In	Out	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total hours worked: \_\_\_\_\_

Hourly rate of pay: \_\_\_\_\_

Total pay: \_\_\_\_\_

### Authorizations

I certify the hours I have reported on this record are correct.		I certify this person's work was satisfactory. In accordance with federal law, this student employee is being paid for hours worked in the current pay period.	
Student Employee Signature	Date	Supervisor's Signature	Date
Phone# & Ext.		Phone# & Ext. And Email:	

**Keep a copy of this form for your records.**

**Warning: Any person who knowingly makes a false statement or misrepresentation on a timesheet or any other document related to Student Employment is subject to penalties which may include fines or imprisonment under the Unites States Criminal Code and 20 U.S.C. 1097.**

## Weekly Timesheet Instructions

*Please follow all instructions and complete the form properly. Missing or incorrect information can result in delayed paychecks.*

- 1. Please print clearly and use ink.**
2. Use your NLU ID number **NOT** your social security number.
3. Record your hours daily in the Time In and Time Out boxes and include the total for each day. When recording hours, round the minutes to quarter hours using decimal numbers.  
**Examples: 15 minutes = 0.25 hours**  
**30 minutes = 0.50 hours**  
**45 minutes = 0.75 hours**
4. At the end of each week, total your hours for **each** week and write the total hours in the box provided. **NOT TO EXCEED 20 HOURS A WEEK.**
5. You must review your timesheet carefully; it is you and your supervisor's responsibility to ensure accuracy and completion. Missing or incorrect information may prevent payment until corrected and completed.
6. Sign and date your time sheet in the space provided (legible handwriting). Supervisor must sign and date time sheet. If supervisor's signature is missing the time sheet will not be processed. **The Agency must keep copies of all timesheets for their records.** Please **fax or email** your timesheets to the Payroll office before 12:00PM every Monday or when they are due or the last day of the week the student works. If you miss the deadline, you will not receive payment for those hours until the next official pay date.  
**NOTE: US Mail is NOT preferred due to time sensitive deadlines.**
7. Paychecks are processed biweekly. Student's checks are mailed to the address on file or directly deposited into the account provided. Direct deposits are the preferred method of payment due to security issues. Direct Deposit is available to **ALL** On Campus & Off Campus student employees. This eliminates lost checks and trips to the bank. To sign up for direct deposit complete the Direct Deposit Request Form along with a voided check. You may obtain the form from our website at:  
<http://www.nl.edu/studentfinance/financialaid/federal-work-study.cfm>.  
It may take up to two pay periods for direct deposit to take effect.

If you have any questions about any component of the timesheet, please consult your supervisor or contact the payroll office.

## 2011 BI-WEEKLY PAYROLL CALENDAR

Off Campus Student Employees timecards for 2011 are due in the Payroll office by noon every Monday unless otherwise noted or on the last day of the week the student works. Student employee timesheets must include in and out times (including out and in time for unpaid meal breaks). Supervisors are responsible for verifying that the information on the timesheet is correct when they approve the timesheet by signing it before submitting it to payroll.

**If you have any questions, please call the Payroll office at Ext. 5451, Ext. 5506 or Ext. 5439.**

<u>Bi-Weekly Pay Period</u>	<u>Pay Period Begin Date - Monday</u>	<u>Pay Period End Date - Sunday</u>	<u>Time Card Due Date to Payroll - by Noon</u>	<u>Pay Check Date</u>
26	December 13, 2010 December 20, 2010	December 19, 2010 December 26, 2010	<b>Dec. 16, 2010 *</b> <b>Dec. 16, 2010 * (Thursday)</b>	December 31, 2010
1	December 27, 2010 January 03, 2011	January 2, 2011 January 09, 2011	January 10, 2011	January 14, 2011
2	January 10, 2011 January 17, 2011	January 16, 2011 January 23, 2011	January 24, 2011	January 28, 2011
3	January 24, 2011 January 31, 2011	January 30, 2011 February 06, 2011	February 07, 2011	February 11, 2011
4	February 07, 2011 February 14, 2011	February 13, 2011 February 20, 2011	February 21, 2011	February 25, 2011
5	February 21, 2011 February 28, 2011	February 27, 2011 March 06, 2011	March 07, 2011	March 11, 2011
6	March 07, 2011 March 14, 2011	March 13, 2011 March 20, 2011	March 21, 2011	March 25, 2011
7	March 21, 2011 March 28, 2011	March 27, 2011 April 03, 2011	April 04, 2011	April 08, 2011
8	April 04, 2011 April 11, 2011	April 10, 2011 April 17, 2011	April 18, 2011	April 22, 2011
9	April 18, 2011 April 25, 2011	April 24, 2011 May 01, 2011	May 02, 2011	May 06, 2011
10	May 02, 2011 May 09, 2011	May 08, 2011 May 15, 2011	May 16, 2011	May 20, 2011
11	May 16, 2011 May 23, 2011	May 22, 2011 May 29, 2011	<b>May 27, 2011* (Friday)</b>	June 03, 2011
12	May 30, 2011 June 06, 2011	June 05, 2011 June 12, 2011	June 13, 2011	June 17, 2011
13	June 13, 2011 June 20, 2011	June 19, 2011 June 26, 2011	June 27, 2011	July 01, 2011
14	June 27, 2011 July 04, 2011	July 03, 2011 July 10, 2011	July 11, 2011	July 15, 2011
15	July 11, 2011 July 18, 2011	July 17, 2011 July 24, 2011	July 25, 2011	July 29, 2011
16	July 25, 2011 August 01, 2011	July 31, 2011 August 07, 2011	August 08, 2011	August 12, 2011
17	August 08, 2011 August 15, 2011	August 14, 2011 August 21, 2011	August 22, 2011	August 26, 2011
18	August 22, 2011 August 29, 2011	August 28, 2011 September 04, 2011	<b>Sept 02, 2011* (Friday)</b>	September 09, 2011
19	September 5, 2011 September 12, 2011	September 11, 2011 September 18, 2011	September 19, 2011	September 23, 2011
20	September 19, 2011 September 26, 2011	September 25, 2011 October 02, 2011	October 03, 2011	October 07, 2011
21	October 03, 2011 October 10, 2011	October 09, 2011 October 16, 2011	October 17, 2011	October 21, 2011
22	October 17, 2011 October 24, 2011	October 23, 2011 October 30, 2011	October 31, 2011	November 04, 2011
23	October 31, 2011 November 07, 2011	November 06, 2011 November 13, 2011	November 14, 2011	November 18, 2011
24	November 14, 2011 November 21, 2011	November 20, 2011 November 27, 2011	November 28, 2011	December 02, 2011
25	November 28, 2011 December 05, 2011	December 04, 2011 December 11, 2011	December 12, 2011	December 16, 2011
26	December 12, 2011 December 19, 2011	December 18, 2011 December 25, 2011	<b>Dec. 16, 2011 *</b> <b>Dec. 16, 2011 * (Friday)</b>	December 30, 2011
1 (2012)	December 26, 2011 January 02, 2012	January 01, 2012 January 08, 2012	January 09, 2012	January 13, 2012

\*Denotes a due date different from the Monday following the week worked. Hours should be estimated for earlier due dates. When actual hours do not equal estimated hours, a revised timecard should be submitted and the adjustment will be made the following pay period. Revised time cards submitted into payroll should be marked with "REVISED" clearly indicated at the top of the card.