



## **Student Time Card Submission and Approval Deadlines**

*Student Employee Time Card Submission - 11:59 Thursday following pay period end*

Student Employees must have their hours entered in Banner and submitted for approval by the Thursday following pay period end at 11:59. If you fail to do so you will need to contact your supervisor immediately. If your supervisor is unavailable you may contact Payroll via email stating your days and hours worked. Payroll will forward to your supervisor for confirmation of approval.

*Student Employee Time Card Approvals - 9:00 pm Friday following Thursday Submission Date*

Supervisors have until 9:00 pm the following Friday after student submission to approve time cards electronically in Banner Web. During a time a supervisor is not available to approve by deadline please contact Payroll via email immediately. The email must include the student's full name, department and position number along with a clear confirmation of the student's worked hours. In an event a supervisor does not have access to Banner Web, email or is unexpectedly out of the office please make sure to have a "Proxy" in place. (*Payroll also has deadlines so it is extremely important to set-up a proxy as they are able to approve time cards in a supervisor's absence.*)