

# Student Hourly Employee Tip Sheet: Timesheet



Supervisor:

Employee Start Date:

Shared Service Center (SSC) Representative:

SSC Contact Information:

## Timesheet Instructions:

1. Login to [hr.ku.edu](http://hr.ku.edu) using your KU Online ID and Password.
2. Navigate to Self Service > Time Reporting > Report Time > Timesheet.
3. If you have multiple jobs, the page will first prompt you to select the job you want to report time for.
4. Enter the total number of hours worked in quarter hour increments for each day.
5. Select Time Reporting Code <SHREG—Student Regular>.
6. Select <Submit> Button.

## Additional Information:

- Time Reporting Information: [humanresources.ku.edu/training-employees](http://humanresources.ku.edu/training-employees)
- Mobile Access: [hr.ku.edu](http://hr.ku.edu) can be accessed on any mobile device (phone, tablet, etc.)
- Shared Service Center Information: [ssc.ku.edu/service-offerings-overview](http://ssc.ku.edu/service-offerings-overview)

## Enrollment Reminder:

Employees holding a student hourly appointment(s) must remain enrolled in at least 6 credit hours during the academic year to be eligible for student employment. Enrollment during the summer is only required IF the employee was not enrolled for 6 credit hours during the previous Spring term and is not admitted and pre-enrolled for 6 credit hours for the upcoming fall term.

## Not able to access your Timesheet yet?

Access is available on or after your hire date AFTER you have received an email notice from [kuhronboarding@ku.edu](mailto:kuhronboarding@ku.edu) informing you that your appointment is active in the HR/Pay system.

**Appointment (Hour) ACA Limits Policy:** [policy.ku.edu/human-resources/student-employee-eligibility-aca](http://policy.ku.edu/human-resources/student-employee-eligibility-aca)

### While classes are in session:

Undergraduates	• Student hourly appointments are limited to 20 hours a work week across all positions held.
International Students	• F1 and J1 visa holders are limited to 20 hours a work week across all positions held unless designated as OPT. • If OPT then students are limited to the undergraduate or graduate guidelines.
Graduate Students	• Student hourly appointments are limited to 29 hours a work week across all positions held.
Work Study	• Student hourly appointments are limited to 30 hours a work week across all positions held.

### While classes are not in session:

Students may work up to full time on days when classes are not in session (i.e., break periods as defined by the academic calendar) and in the summer regardless of visa type or funding.

# 2019—2020 Payroll Pay Period Calendar

Start of Pay Period	End of Pay Period	Pay Check Date
06/16/19	06/29/19	07/12/19
06/30/19	07/13/19	07/26/19
07/14/19	07/27/19	08/09/19
07/28/19	08/10/19	08/23/19
08/11/19	08/24/19	09/06/19
08/25/19	09/07/19	09/20/19
09/08/19	09/21/19	10/04/19
09/22/19	10/05/19	10/18/19
10/06/19	10/19/19	11/01/19
10/20/19	11/02/19	11/15/19
11/03/19	11/16/19	11/27/19
11/17/19	11/30/19	12/13/19
12/01/19	12/14/19	12/27/19
12/15/19	12/28/19	01/10/20
12/29/19	01/11/20	01/24/20
01/12/20	01/25/20	02/07/20
01/26/20	02/08/20	02/21/20
02/09/20	02/22/20	03/06/20
02/23/20	03/07/20	03/20/20
03/08/20	03/21/20	04/03/20
03/22/20	04/04/20	04/17/20
04/05/20	04/18/20	05/01/20
04/19/20	05/02/20	05/15/20
05/03/20	05/16/20	05/29/20
05/17/20	05/30/20	06/12/20
05/31/20	06/13/20	06/26/20

Trouble with your paycheck? Contact your Shared Service Center (SSC) Representative.

For more information regarding Payroll, visit [payroll.ku.edu](http://payroll.ku.edu).