DEPARTMENTAL TIME PROCESSING FOR STUDENT/HOURLY WORKERS

Effective January 2008 each individual department is responsible for turning in a summary time sheet (Lamar University Payroll Time Form) for their student/hourly employees showing total hours worked for the month for each employee. Submit only one Payroll Time Form per department each month. The January 15, 2008 Student/Hourly pay period is December 1, 2007 through December 31, 2007.

The Payroll Time Form can be submitted to Payroll via email payroll@lamar.edu or paper form on/before 5th of each month. Please verify that the form is correct and complete before submitting.

If the form is submitted via email, the subject line must have the department name and the month and year of the pay period. Example: Music, December 2007. Only email forms submitted by the budget manager or his/her designee will be accepted as valid and in lieu of signed paper forms.

Paper forms must be signed by the budget manager or his/her designee and submitted to payroll by an authorized department staff member.

Budget Managers, please submit a memo with your approved departmental designee, either via email payroll@lamar.edu or paper to Payroll, Box 10003. The deadline is Monday, December 3, 2007.

It is the department’s responsibility to keep all backup pertaining to these employees including time in and out, total hours worked, budget manager and the employee’s signatures to be available for auditing. The completed forms should be kept in the department for a period of four (4) years.

Please be reminded that NO student may work over 20 hours in any week period from Saturday through Friday, even when the week begins in one month and ends in the next.

Please be aware that Payroll will only pay employees who have a valid assignment on the Human Resources system. Therefore, all F3.2’s must be turned in prior to time sheet preparation.