



TIM Timecards and Summary Sheets

TIM Manager Responsibilities Prior to Approving TIM Timecards

- Approve TIM timecards for Student Assistants by the deadline of 5:00pm Monday.
- Verify TIM timecards for correctness:
 - Total number of hours worked for pay period
 - Student Assistant's approval
 - TIM Manager's approval
 - Funding information (if other than regular state fund)
 - Dept # (550501 for UnL / 552500 for HSL)
 - Last day of pay period
- By approving the TIM timecard, the TIM Manager is certifying that all hours have been recorded accurately and that all other information provided is correct.

Payroll Representative Responsibilities Prior to Submitting TIM Timecards

- Complete a Summary Sheet for TIM timecards:
 - List Student Assistants' names in alphabetical order by last name with corresponding PID number
 - List # of hours worked
 - List individual wage rates
 - Calculate total amount earned (hours x rate)
 - Calculate a department total for both hours and amount earned
 - Department Head signs/verifies Summary Sheet

Note: If a department employs Student Assistants on more than one payment source, a Summary Sheet needs to be completed for each account.

The Library Personnel Office does maintain records and statistics of Work-Study employment. If your department is employing a Work-Study student, a separate Summary Sheet with Work-Study wages/hours should be submitted to the Library Personnel Office for each bi-weekly pay period.

**APPROVED TIMECARDS ARE DUE by 5:00pm Monday
unless otherwise announced by the Library Personnel Office.**