



TIM Timecard Expectations

- If a Student Assistant works for more than one department within the library or on campus, all hours worked will be listed on the same timecard.
- Student Assistants may not work more than 40 hours per week in all combined University employment. Please note: the workweek begins Monday and ends on Sunday. International Students may have further restrictions on the number of allowable work hours based on their visa. Please be sure to contact the LPO if you are uncertain about visa restrictions.
- Hours must be entered as they are worked. If students forget to include hours one day, they may not code them on another day, and will need to have their TIM Manager make the correction to the proper day.