EKU

STUDENT EMPLOYMENT

GUIDE

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NOTE: Students are not eligible to begin working until all necessary paperwork is submitted to the human resources department and the supervisor has received a verification via work clearance email from the Human Resources department. If a student is instructed to begin working prior to completing the process as described in this guide, the hiring official may have their hiring privileges revoked.

Introduction

The Student Employment Program at Eastern Kentucky University serves three purposes:
1. It provides employment for eligible students enabling them to earn a portion of their expenses while pursuing a college education.
2. It is a part of the educational process whereby students acquire marketable skills.
3. It provides academically related work experience, which may have vocational value in post college years.

Diversity Statement

Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.

Student Eligibility

Before a student is eligible for Student Employment, the following steps must be completed:
1. Students must complete a Free Application for Federal Student Aid (FAFSA).
    a. For questions about the FAFSA contact the Financial Aid Department.
2. Undergraduate students must be enrolled in classes for the semester in which they are applying to work. Students must be enrolled in 12 credit hours or more to be eligible for Institutional Work Study or 6 credit hours or more for Federal Work Study.
3. Graduate students must be enrolled in 9 credit hours or more during the fall and spring semesters.
4. Summer employment eligibility differs from that of the regular academic year. See page 6, "Summer Student Employment," section for summer eligibility requirements

At Eastern Kentucky University there are two types of work study programs; Federal Work Study and Institutional Work Study. Students should check their eligibility status by contacting the Financial Aid Department at 859-622-2361 or Human Resources Department at 859-622-5094.

All jobs posted on the Human Resources job site (https://jobs.eku.edu) will indicate if the job is a federal work study job and/or institutional work study job.

Eligibility does not guarantee a position with either work study program. Students must apply for available jobs online at https://jobs.eku.edu, go through a selection/interview process, and be selected by the hiring manager before receiving a job offer.

Federal Work Study (FWS)

The Federal Work Study (FWS) Program provides the opportunity to obtain on-campus student employment to eligible students as a part of the student's financial aid package provided by Eastern Kentucky University and the Federal Government.

This program is federally funded and governed by federal regulations. As such, employment of students is based on financial need as determined from the Free Application for Federal Student Aid (FAFSA).

FWS Eligibility

Students must complete a FAFSA and accept the FWS award. Students must be enrolled half- time (minimum of 6 credit hours) for the semester in which they seek employment.

To be eligible for the Federal Work Study program a student must qualify based on financial need (FAFSA) and be one of the following:

- U.S. Citizen or U.S. National
- U.S. permanent resident and have an Alien Registration Receipt Card (I-551 or I-551C)
- Permanent resident of the Trust Territories of the Pacific Islands
- Otherwise eligible non-citizen with a Departure Record (I-94) from the U.S. Bureau of Citizenship and Immigration Services showing one of the following designations:
    - Refugee
    - Asylum granted indefinite
    - Parole and/or humanitarian parole
    - Cuban-Haitian entrant
    - T-Visa Holder
    - Certificate/eligibility letter from the Department of Health and Human Services designating "victim of human trafficking"

If a student is offered a Federal Work Study award as part of their financial aid package and that student declines that award (via EKU Direct), the opportunity to work on campus, in either work study program, for the entire academic year is forfeited.

If students do not meet any of the preceding criteria or do not qualify for FWS funding due to limited need, please refer to the Institutional Student Employment section.

FWS Work Scheduling

Each student who is eligible for FWS is awarded a dollar amount to be paid out (based on hours worked) through the entire academic year. Students may not receive more than ½ of their entire FWS award in one semester. Exceptions to this rule may be heard on a case-by-case basis by the Financial Aid Department. FWS students may not work over their work study eligibility as indicated on the work clearance provided by HR. Students who are eligible for FWS will also be eligible for IWS and can work under IWS funding to prevent exhausting FWS funds early. The formula for determining how many hours a student can work is as follows:

Divide the academic year's FWS award by the number of weeks in the year (usually 32, including finals weeks). Divide that answer by the rate of pay. This will provide the number of hours a week that the student can work.

For example:

$2000 (FWS award) / 32 (number of weeks in the academic year) / $7.25 (rate of pay) = 9 hours per week

Students cannot work more than the approved number of FWS hours per week while enrolled in classes regardless of their FWS award. If working multiple jobs, students must work with their hiring officials to ensure they do not exceed their weekly maximum number of hours. See page 8, "Rules for Working," for more information.

Institutional Work Study (IWS)

Institutional Work Study is designed to allow students who are not eligible for a Federal Work Study award to work on campus. International students are not eligible for FWS but may seek employment through this program. In addition, FWS eligible students can utilize this program to supplement their FWS funding (as noted above) or if they are unable to obtain a job offer for a FWS job.

IWS Eligibility

Students must complete a FAFSA and accept any FWS award offered to them (if any). Students must be enrolled full-time for the semester in which they seek employment (12 credit hours for undergraduate students and 9 credit hours for graduate students).

See page 6, "Summer Student Employment," section for summer IWS eligibility.

Institutional Work Study eligibility, unlike Federal Work Study, is not determined by financial need or awards.

Eligibility does not guarantee a position with either work study program. Students must apply for available jobs online at https://jobs.eku.edu, go through a selection/interview process, and be selected by the hiring manager before receiving a job offer.

IWS Work Scheduling

Students may NOT work more than 20 hours per week. See page 9, "Rules for Working," for more information. Students may have multiple jobs on campus as long as the total hours worked for all jobs do not exceed 20 per week.

Summer Student Employment

Summer Student Employment allows eligible students to work or continue working outside of the regular academic year.

Students must be enrolled for summer during the term in which they are applying to work <u>OR</u> enrolled full-time in the following fall semester (minimum of 12 credit hours undergraduate or 9 credit hours graduate).

If the student is not enrolled in a summer course, then they <u>must</u> be enrolled in the fall full-time.

Summer Work Scheduling

Students may work up to 20 hours per week if they are enrolled in summer courses during the term in which they are working.

Students may work up to 29 hours per week if they are not enrolled in summer courses during the term in which they are working AND are enrolled in the fall full-time.

No student employee is eligible to work over 29 hours per week. Due to the Affordable Care Act federal regulations, the University must offer health insurance benefits to any employee, including student employees, if they work an average of 30 hours per week or more in any rolling 12-month period (fiscal or calendar year). In addition, under EKU's policy, the University provides benefits when an employee averages 25+ hours of work per week.

See page 9 "Rules for Working" for more information.

Applying for Jobs

There are two important strategies to remember when applying for jobs: 1) Apply for as many jobs as possible and 2) apply as early as possible. It is not uncommon for jobs to have over 100 applicants, so students should always have backup options.

Application Process

The information and materials the student provides in this process is what the hiring official uses to make their decision.

All EKU student job openings are posted online at https://jobs.eku.edu. Students may view all open job requisitions without creating an account, but when they are ready to apply, they must create a profile in their first application. When a student has successfully submitted their application, a confirmation number will be displayed on the screen.

Application Tips:
- Use your official EKU email address on your application and any supporting documents such as a resume and cover letter.
- Double check the spelling of your email address; should you be selected for a position; this is the email to which a background check will be sent
- Disclose all criminal charges, arrests, and traffic tickets on your application. Having such activity on your record does not necessarily disqualify a student from

employment but not disclosing them or falsifying information will disqualify a student.

Review of Applications

Review time will vary from position to position. If students have any questions about the position during this time, they should contact the hiring official listed in the job posting. From this review, the hiring official will select students to interview.

Interview Selection

Candidates selected for an interview will be contacted, usually by EKU e-mail or by phone, to set up a time to speak with the hiring official. Students that are not chosen for an interview will receive an e-mail when the position has been filled.

Any student interested in assistance for preparing for interviews may utilize EKU's Center for Career & Co-op. They have several resources for students such as the Dress for Success program and mock interviews.

Job Offer and Background Check

After interviews have been completed, the student selected for the position will receive a contingent job offer from the hiring official. If accepted, the student will receive an email from Human Resources to complete a background check. Once the background check has been filled out the report usually takes three to seven business days to come back; it can take longer. Employment is contingent on a successful and clear background check. After the student has cleared their background check, they will be contacted by their supervisor and instructed to come to the Human Resources office to complete new hire paperwork. The final approval will come from a student's supervisor after receiving a clearance from the Human Resources office confirming that all paperwork has been received and processed.

Students who have been employed by EKU within the past calendar year will not be required to complete a new background check or paperwork.

A student may <u>NOT</u> start working until the background check and paperwork are completed AND the supervisor has received an official work authorization clearance email from Human Resources. This includes any mandatory training that the supervisor may want to schedule before the actual start date.

New Hire Paperwork

New student employees are required to complete the new hire paperwork packet and present original document(s) from the *Lists of Acceptable Documents* of the I-9 form to the Human Resources office before they may begin working. Until this process is completed, students will not be able to enter their time into EKU Direct and will not be paid. Once the student's paperwork has been processed, the student will be contacted by the Hiring Official and may begin working.

Before any student may start their job, the required paperwork and the accepted I-9 document(s) must be completed and turned in to the Human Resources Office.

If a student has worked for the University within one calendar year, they do not need to complete the new hire paperwork, unless they have information that needs to be updated (tax forms, address, name change, etc.).

Students may <u>NOT</u> begin working until their supervisor receives a work authorization clearance email from Human Resources.

Required Documents:

I-9 (completed by student employee and human resources)

The I-9 is a federal form distributed by the U.S. Department of Homeland Security. It is used to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States. The student must provide **<u>original documents</u>** (copies will not be accepted) for this form. A student **MAY NOT** work until this form is completed and turned in to the Human Resources office.

W-4, K-4, Occupational License Fee (completed by student employee)

The W-4 and K-4 forms are tax forms distributed by the federal and state governments. These forms determine how much money will be withheld from a student's check based on the number of claimed exemptions. Additionally, EKU must retain a copy of the student's social security card on file to ensure that the legal name matches all tax documentation reported to the Internal Revenue Service (IRS).

Self-Identification Form (completed by student employee)

The Self-identification form is used to gather the required statistical information to setup a student in University's computer system.

Voluntary Disclosure of Disability

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Because EKU does business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. This form provides all new employees with the opportunity to tell us if they have a disability and to request a reasonable accommodation. The form is voluntary, and completion is not required.

Direct Deposit Form (completed by student employee)

All payments will be directly deposited into either a personal bank account or Higher One/Colonel Card. Students must provide the account and routing number so this transaction can be set up.

Current and past pay stubs are accessible through the student's EKU Direct account under the employee tab.

PENGUIN

The Pogatshnik Employment for Graduate and Undergraduate Information Network (PENGUIN) is an electronic system and serves as an agreement between the supervisor, the student, Financial Aid, and the Human Resources office for employment in a specific department.

Hiring officials will use the PEGUIN system **AFTER** they have received a confirmation of a cleared background check. The system will then route the electronic authorization to Financial Aid (if Federal Work-Study is requested) and then to Human Resources for setup and final approval.

New student employees will still need to come to the Human Resources office and complete their new hire paperwork before their position(s) will be setup in the Banner system. The hiring official will receive an automatic e-mail once the student has been set up. Students are **NOT** allowed to start working without a clearance from the Human Resources office.

Student Employee Rules for Working
Failure to comply with these rules may result in termination.

Approval

A student employee may not begin working without final approval from Human Resources. This approval will automatically be emailed to the hiring official and/or web time approver once all appropriate employment paperwork is completed and Human Resources has signed off on it in PENGUIN. Please keep in mind that the student will not be able to enter time via Web Time Entry until the email clearance is sent.

Work Hours

Students who are employed during the regular academic year (August – May) may not exceed 20 hours per week (Sunday – Saturday as outlined by the payroll calendar). Student who are employed during the spring term may work up to 29 hours over spring break and must note their web timesheets accordingly. Students who are employed during the summer may work up to 29 hours if they are enrolled full time in the following fall semester and receive approval from Human Resources. However, if students are enrolled in summer classes during the same summer session they are employed, they may not exceed 20 hours per week.

Students may not work more than 8 hours in any day. If the student works 4 consecutive hours, they must receive a 10-minute paid break during this time. Once the student has reached the 5th hour (including the 10-minute paid break), they must take a minimum of a 30-minute unpaid break. The 30-minute unpaid lunch break must be taken between the 3rd and the 5th hour of work. Coffee breaks and snack time can be included in the 10-minute break but do not count toward the 30-minute unpaid lunch break.

Students are not permitted to work during a scheduled class time. They may not work 15 minutes prior to or after class time. This is to give the student ample travel time between class and work. Financial Aid will run a periodic report that will show if a student has worked during class time or over the 20 hours per week. If a student is identified as breaking the work hour rule 3 times during an academic year the

student's position will be terminated. If the student has more than one job on campus; all jobs will be terminated.

During University approved condensed schedules, for example weather related delays, students can work around that condensed class schedule. It is recommended that if this occurs, a comment is made on the timecard, in case the student does show up on a report. For specific questions about this, please contact Human Resources.

Compensation, Pay Rates, and Annual Raises

Eastern Kentucky University abides by all federal and state minimum wage laws. Therefore, students will be paid at least the federal minimum wage of $7.25 per hour for the hours recorded and worked. Students will get paid bi-weekly (every other Friday) and the first paycheck will be received two weeks after the first time card is submitted and approved. Please see the payroll calendar for more details.

Hourly Pay Rates and Annual Raise Guidelines

As a university, we strive to ensure that student pay is administered equitably and consistently within their department. A student's rate of pay should not be based on the number of hours worked or the funding availability. Instead, departments should consider the range and complexity of the job duties, knowledge and skill requirements necessary to perform the job, level of supervision and independent decision making, and supervisory responsibilities.

The Human Resources office frequently receives questions about how much a student can be paid, what a reasonable pay raise is, and how best to set up a student worker system that rewards longevity. To help answer these questions, the HR Specialist team has developed an **hourly pay scale** that can be used as a template for determining student worker wages. The scale is broken down into four pay ranges in order to provide hiring officials the opportunity to award pay raises for high performing student employees.

If a hiring official would like to request a copy of this pay scale, or would like advice in creating their own, they should contact a member of the Human Resources Specialist team.

Please Note: This pay scale is a suggestion. It is not intended to replace any pay scales that are currently in place.

Paying Above $10 per hour

If a department would like to pay a student worker more than $10 per hour, they must first submit a detailed job description and justification statement to the Human Resources office prior to the job being posted.

Exceptions

- **Grant Funded Positions**: Students who are paid using money from Federal or State grants have more flexibility in pay rates as grants often come with specific instructions relating to compensation.

- **Graduate Assistantships**: Students who hold a graduate assistantship (paid via a stipend) during the spring and/or fall semester must be paid an equivalent hourly rate of $16.47 if they perform the same duties during the summer or winter semesters.

Student Employee Responsibilities

Student employee responsibilities are standard guidelines of expected student conduct while working as a student employee for Eastern Kentucky University. These guidelines are established so that the respective University department can maintain efficient operation of that office or designated University area. Student employee responsibilities are not intended to restrict the rights of student employees, but rather advise students of appropriate behavior while working for the University.

Attendance
A student's work schedule should be determined at the beginning of the semester and should not vary unless approved by their supervisor in advance. It is understood that unforeseen circumstances and emergencies do occur. If you are unable to work at your scheduled time, you should notify your supervisor as soon as possible. Excessive absences/tardiness could lead to termination of employment.

Work Hours
A Student employee is limited to the number of hours approved by Human Resources and the supervising University department, not to exceed a total of 20 hours per week when enrolled in classes. During the time of non-enrollment, Human Resources may approve additional hours.

Timesheet Submission
All time worked should be recorded accurately in the appropriate time reporting system. Timesheets must be submitted by 10PM on the Monday following the end of a pay period.

Conduct
Student employees are held accountable to the student conduct standards as set forth by Eastern Kentucky University. Failure to comply with these standards could result in loss of student employment with the University, and/or other discipline up to expulsion from the University. Prohibited conduct while working for Eastern Kentucky University includes but not limited to:
- Violation of University policy or federal, state, and/or local laws
- Discrimination, harassment, and/or retaliation
- Not completing work as assigned or refusal to complete assigned task(s)
- Engaging in unauthorized personal activities on work time
- Failing to provide accurate information
- Sleeping on the job
- Absenteeism and/or tardiness
- Poor work quality

Confidentiality

Student employees often work in areas in which part of their job duties includes handling confidential and sensitive information. The student is held accountable to all University policies regarding confidentiality of information/records. A student's supervisor will provide appropriate training on confidentiality of the information the student may encounter as part of the nature of the job. Student employees may be required to sign a confidentiality agreement before beginning work. Hiring officials may reference the Student Employee Confidentiality Agreement on the Student Employment website if no such document is already established by the department.

University Property

Student employees abide by all University policies and regulations regarding University Property as set forth by Eastern Kentucky University. Any misuse or unauthorized use of University property will be handled in accordance to University policy.

Work Appearance

Student employees are a representation of their respective department, University location, and, ultimately, of Eastern Kentucky University. The appearance and manner in which a student dresses for work is a reflection of the work area assigned and influences how the University is perceived.

In order to enhance and maintain the image for the University, students are expected to show up to work clean, neat, dressed appropriately for the work area in which they are employed, and without attire that is discriminatory or offensive. Exceptions to the dress code may be made where possible to accommodate a disability, religious belief, or other reason as approved by their supervisor.

Department management, including immediate supervisor, has the authority to counsel student employee about clothing or appearance and reserves the right to dismiss the student employee and advise he/she to return with appropriate attire for the work area.

Phone Use

Student employees should refrain from accepting personal phone calls or texting while at work.   If the student should receive a phone call or text that is considered urgent, the student should discretely take the phone call/ message away from the work area and be brief about the matter. If the urgent phone call or text should require the student to leave in the middle of their scheduled work time, the student should bring the situation to their supervisor's attention immediately and discuss any necessary details regarding their work schedule if necessary,

Social Media

Student employees should not be accessing social media while working. In addition, as a student employee, you are an employee of the University. Students should exercise discretion before posting or communicating any derogatory, discriminating, or degrading comments about the area/department a student works for, or of the University in general, as it could result in loss of employment, and possibly expulsion from the University.

Visitation

Student employees should not have visitors while they are working. If a student employee has a need to visit with someone, the student should make those arrangements around their assigned work schedule to be

before or after work hours. In the event a student should need to visit/meet with someone during their scheduled work hours, they should coordinate those arrangements through their immediate supervisor.

Student Employee Best Practices at Work	
Teamwork	Displays a customer service attitude, seeks opportunities for continuously learning, and is cooperative with other employees in department.
Professionalism	Displays proper work etiquette, respects rights of others
Appearance	Dresses appropriately for the environment in which he/she is working
Character	Displays honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility
Attendance	Shows up to work as scheduled, , on time, makes arrangements if unable to meet scheduled work time.
Attitude	Demonstrates a positive attitude, appears self-confident, and models high expectation of self
Productivity	Completes tasks as assigned, keeps work area neat and clean, follows instruction
Organization Skills	Manages time well, flexible, adaptable to change

Supervisor Responsibilities

It is the responsibility of the supervisor to assign work for each student employee under their direct supervision. Supervisors are responsible for setting appropriate professional standards for all students, including but not limited to, confidentiality, work expectations, appropriate dress, tardiness, illness, leave of absences, leaving early, phone calls, visitations, and schoolwork. It is also the supervisor's responsibility to communicate any changes or issues with their employees in a timely manner.

Supervisors must review and approve timesheets by 10PM on the Thursday following the end of a pay period.

Guidelines for Student Employment Discipline & Terminations

Since a key purpose of student employment is to be a learning opportunity for students to gain marketable skills and experience they will be able to use in their post-graduate endeavors, we recommend supervisors keep this in mind when considering taking any disciplinary action toward student employees.

Should a student decide that they would like to voluntarily terminate their employment, for any reason, it is customary to give their supervisor a written notice at least 2 weeks prior to the last day worked.

Preliminary Employer Expectations

1. Advertise student jobs with accurate job descriptions, stating the eligibility requirements and full job description.

2. Provide a copy of these requirements to employees, discuss their job expectations with them, and provide training and orientation where necessary on the student's first day of employment.

Consideration of terminating student employees should be based upon the assumption that job orientation and training has occurred. All student positions will terminate on the date indicated on their authorization clearance form unless otherwise approved by the Human Resources Office.

Performance Monitoring

A regular evaluation of work performance should be maintained for each student employee. If a problem arises that could jeopardize the continuation of employment, the student should be given a verbal reprimand specifying the nature of the problem and action necessary for correcting the employee's behavior or performance. The supervisor should document the incident (including date and details of the discussion) and should advise the student that a written record is being maintained. The supervisor should also inform the student that future similar behavior could result in termination of the student's employment.

The decision to terminate as a result of a related future incident(s) is left to the discretion of the supervisor. There is no specific number of "chances" a student employee must be given. However, each incident and discussion should be documented.

Warnings and Dismissals

1. A supervisor should advise a student employee in writing of unsatisfactory performance at least once before termination.
2. This written warning should not double as the letter of termination.
3. A written warning should precede actual termination by two weeks; however, this written two-week warning may be waived for incidents involving **gross misconduct**.
4. If there is no improvement in performance after two weeks, or the determination of gross misconduct, the student should be given a written termination letter indicating their last day of work. Additionally, the supervisor should complete the **Student Employee Resignation/Termination Form** and send it to HR so the job may be ended.
5. A copy of the written warning(s) or termination must be maintained by the supervisor for at least 60 days.

Student Employee Grievance Procedure

It is the intent of the EKU HR Department to ensure that student employees are afforded the same rights and access to processes that other employees enjoy. This includes providing a grievance process that student employees may use to resolve conflicts related to employment that are not covered by other institutional procedures.

In the event a student employee feels unjustly treated, that student is strongly encouraged to first seek recourse with his/her employer. In the absence of a satisfactory resolution, the student should seek intervention by the Human Resource Department which will facilitate a resolution that is agreeable to the student and the employer.

In cases involving violations of university policy regarding discrimination, sexual harassment or sexual assault, or in cases of violation of state or federal law, Human Resources will refer the student to the appropriate office.

Grievance Procedure

1. Before action can be taken by the Human Resources Office, the student should exhaust all grievance and/or appeal processes that may currently exist within their department.
2. The written grievance must be delivered within 10 days of the action being contested. The written grievance should include the **specific nature of the concern**, **dates and times of action being challenged**, **copies of relevant written materials**, and **requested remedy**.
3. A Human Resources Specialist will be assigned. The Specialist will collect any necessary and pertinent information relevant to the employment grievance and provide a copy of the student's grievance to the employer.
4. If necessary, the Specialist will arrange a joint meeting between the supervisor and the student employee.
    a. If a joint meeting is scheduled, the Specialist will request a written response from the supervisor and the Specialist will serve as a mediator in order to find a satisfactory resolution.
    b. If a meeting with the supervisor and the student employee is not scheduled, the Specialist will request a written response from the supervisor and inform both parties of their decision.
5. If a resolution is not reached or either party disagrees with the decision of the Specialist, they may seek a decision by the HR Specialist Manager (Or a Consultant if the Manager is not available). It is expected that the Manager (or Consultant) will request the written materials prepared for the Specialist and may collect any other necessary information related to the complaint. The Manager (or Consultant) may choose to have another meeting, but it is not required before making a decision.
6. If either party disagrees with the decision of the Manager (or Consultant), they may seek a decision by an HR Director. The Director's decision is **<u>final</u>**.

Instructions on How to Enter Time Online

All time will be entered online through a student's EKU Direct account unless otherwise specified by the department and Human Resources. Time must be entered truthfully, as falsification of timecards will result in immediate termination. If a student employee is instructed by a hiring official to falsify a timecard, the student must notify the Human Resource department immediately. Timesheets are due by 10PM on the Monday after each payroll. For more specific information please see the payroll calendar located at http://accounts.eku.edu/payroll-calendars.

If you have any problems submitting time, first contact your supervisor for help. If your supervisor cannot help, contact the Human Resources Department at 859-622-5094 for additional assistance.

> You may also view this training online at: http://www.training.eku.edu/webtimeentry/

Step 1 - Login to EKU Direct
- Login in using Single Sign On (SSO) information: email/password
- Click Login

Step 2 - EKU Direct

- Select Employee Menu
- Select/Click - Time Sheet

Step 3 – Web Time Entry

Time Sheet Selection Screen

- Select Pay Period from Drop Down box for the time period you wish to enter hours worked for.
  - If the pay period is shown for the time frame you wish to enter hours for, just click time sheet.
- Click - Time Sheet

Entering Time

- Find the day you need to record time for (Monday, Tuesday, Wednesday, Etc.)
- Under day, click hours

Time In and Out Screen

- In these boxes, you will record hours worked for this day.
- Enter time as follows and make sure the "AM/PM" is correct next to each time slot:
  - time shift started (08:00AM)
  - lunch break began (12:00 PM)
  - return from lunch break (12:30 PM)
  - time shift ended (3:00 PM)
  - time must be entered in increments of 15 minutes
  (1:00, 1:15, 1:30, 1:45)
  - 10-minute breaks per shift are paid and not put on time sheet
  - Lunch breaks (30 minutes to 1 hour) are not paid and should be put on the time sheet.

Time In	AM/PM	Time Out	AM/PM
08:00	AM	12:00	PM
12:30	PM	3:00	PM

➢ Click - Timesheet - this will save the time entered and return to the main timesheet where another day's time may be entered, or other action taken.

Special Notes:

- The time sheet will only show one week at a time for a pay period.
- To view or enter time for the next week of the pay period, "Click – NEXT" at the bottom of the timesheet.

Submitting Time Sheet for approval

- Once time worked/ hours have been entered for "BOTH" weeks of the pay period, "Click – Submit for Approval".

Certification Screen

- Before you have completely submitted your timecard for approval, you MUST complete this certification screen.
  - The certification screen serves as an electronic signature.
  - By entering your EKU Direct login pin number (same 6 numbers you entered on the EKU Direct login screen), you are verifying that the hours/ time worked you have entered on your time sheet are true and accurate
- Enter your EKU Direct pin number and "Click – Submit".
  - Once you have clicked "Submit" – your timecard is then available for your supervisor to approve.

Human Resources

For **more information**, please visit www.hr.eku.edu/student-employment-services.

For **questions**, please contact Human Resources at (859) 622-5094 or eku.human.resources@eku.edu.