

Late Timesheet Policy and Student Agreement

As a work-study employee, you must follow University policies and procedures. Outlined below are the requirements for timesheet submission.

Late Timesheet Policy

Students are to submit timesheets weekly, and no later than the last day worked of each week. Anything after this will be considered late. Students are given two (2) passes on late timesheets; the third may be grounds for termination.

Supervisors are to forward approval for timesheets weekly to SAE-timesheets@osu.edu no later than the Monday following the end of each pay period. Anything after this will be considered late. Supervisors are given two (2) passes on late timesheets; the third may be grounds for termination of work-study agreement which will result in the student being terminated from their appointment.

Notes:

- Submitting a timesheet two pay periods late will count as “2 Lates”
- Submitting a timesheet three or more pay periods late may result in immediate termination
- Semester Breaks, holidays, or personal vacations are not an exception to the late timesheet policy
- The expectation is to submit and approve timesheets at the end of each week

Justification for late timesheets

Students must include an explanation of why their timesheet is late in the email they forward to their supervisor. The supervisor will forward the email to SAE-timesheets@osu.edu so the timesheet can be entered and the justification documented. Justifying late timesheets is not an excuse for turning them in late, but is simply a way for us to understand the problem and attempt to find a solution.

Please sign below:

Student Agreement

I, _____, have read Student Financial Aid’s Late Timesheet Policy and agree to abide by all of the above procedures. I acknowledge that failure to do so may result in the termination of my employment. I will retain the attached copy for future reference.

Student Signature _____ Date _____

Supervisor Agreement

I, _____, have read Student Financial Aid’s Late Timesheet Policy and agree to abide by all of the above procedures. I acknowledge that failure to do so may result in the termination of student employment and/or termination of work-study agreement.

Supervisor Signature _____ Date _____