

# California State University, Los Angeles

Department of Public Safety

<b>NUMBER:</b>	I-13	APPROVED:
		Gregory D. King, Chief of Police

**EFFECTIVE:** May 1, 2007

**SUPERSEDES:** 1/1/2001 Revised/Reviewed: May 1, 2010

**SUBJECT:** Student Assistant Time Keeping Procedures

#### I. PURPOSE:

The written directive establishes guidelines, policy, and procedures concerning time keeping for student assistant employees.

#### II. POLICY:

- A. Time keeping for Student Assistants will be the joint responsibility of the Students, Supervisors and the Department timekeeper.
- B. All personnel performing Student Assistant Supervisor and Department timekeeper duties will adhere to this policy and those policies provided by the Career Center.
- III. DEFINITIONS: None.

#### IV. PROCEDURES:

- A. The Student employee will:
  - 1. Clock in and out using Time Card (3577) for their assigned shift using the time clock located in the copier room.
  - 2. Complete separate Student Time Voucher form F-FS48 for special events, i.e. Luckman, Dances, Fire watch. To be completed before end of watch.

### B. Supervisors will:

- 1. Verify that their student assistant's time has been correctly recorded.
- 2. Promptly sign and return all paperwork to the Department timekeeper.
- C. The Department timekeeper will:

- 1. Receive all completed Student Time Vouchers from the student assistant's supervisor, record the hours worked on the student payroll form, and submit all required paperwork to the Payroll office by the due date.
- 2. Ensure that time recorded does not exceed the maximum allowed during a specified work period.

## D. Dispatchers will:

- 1. Accept all student assistant sick calls, complete a department Time Report for each call and make appropriate station log entries.
- 2. Record student assistant late arrivals and early departures on a memorandum to the respective supervisor and make appropriate station log entries.

### V. APPENDICES:

- A. Student Time Voucher form F-SE48.
- B. Student Time Card (3577).

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Attachment A

## **Time Card**

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