

Student:

1) Please complete all shaded areas.

Required Fields:

Student Bronc ID
Student Name
Department
Position Title
Position Number (if known)
Student Email Address
Supervisor Name
Supervisor Email Address
Pay period Start Date - refer to the Calendar

2) Please enter in MILITARY time your in and out times for each day worked. The document will calculate the hours worked.

3) For any sick time used, record the date and hours in the sick time area.

4) Verify the total hours for each week and the pay period.

5) Forward your completed timesheet to your supervisor via e-mail for approval.

Supervisor:

Please send an email to Disbursements@Rider.edu for each of your students with your approval and attach their timesheet.

Questions can be directed to:

Aloux@Rider.Edu

Bhuff@Rider.Edu

Cbanfe@Rider.Edu