BOSTON COLLEGE

SPECIAL "WRITE-IN" TIME SHEET
(FOR HOURLY PAID EMPLOYEES NOT ON THE PRE-PRINTED TIME REPORT)

EAGLE ID #	NAME: LAST, FIRST, MI	FOR WEEK BEGINNING SUNDAY	FOR WEEK ENDING SATURDAY
		/ /	/ /

PAY PERIOD END.	REGULAR WEEKLY HOURS	EXTRA HOURS UP TO 40 HRS/WK	OVERTIME HOURS OVER 40 HRS/WK
/ /	EARN CODE ___ ___ ___ .	EARN CODE XTR .	EARN CODE OT __ .

HOURLY RATE	JOB CODE	ACCOUNT NUMBER	POSITION NUMBER

HRSC USE ONLY

TRANSACTION TYPE

CURRENT	LATE
☐	☐

SCHEDULE	PAY PERIOD END.
	/ /

PLEASE CHECK APPROPRIATE BOX:

☐ OFFICE TEMP POOL- SEND TO HUMAN RESOURCES 129 Lake St. Room 240

☐ OFF CAMPUS WORK STUDY- SEND TO STUDENT SERVICES, LYONS

☐ SUMMER PIC PROGRAM- SEND TO HUMAN RESOURCES 129 Lake St. Rm. 240

☐ ALL OTHER HOURLY EMPLOYEES SEND TO HRSC 129 Lake Room 100

COMMENTS:

PLEASE COMPLETE ALL INFORMATION. INCOMPLETE FORMS WILL BE RETURNED.

EMPLOYEE SIGNATURE	DATE	EXT. #	AUTHORIZED DEPARTMENT ADMINISTRATOR OR OFF CAMPUS AGENCY SIGNATURE	DATE	EXT. #
TEMP POOL/ PIC ADMINISTRATOR SIGNATURE	DATE	EXT. #	STUDENT SERVICES FOR OFF CAMPUS WORK STUDY SIGNATURE	DATE	EXT. #

INSTRUCTIONS:

The Special "Write In" Time Sheet is only used to report time worked by Students, Service Employees and Part Time Office/Clerical Staff who DO NOT appear on the preprinted Employee Time Report.

Complete all requested information and forward the signed Time Sheet to HRSC. The workweek runs from Sunday to Saturday. Hours submitted on the form are usually paid on the last work day in the week following the week in which the form is submitted.

ORIGINATING DEPARTMENT

- Records all required information on time sheet (SEE COMPLETE THE FOLLOWING FIELDS).
- Obtain employee signature.
- Obtain Authorizing signatures and phone extension.
- Forward completed form to the appropriate office for approval (SEE BOX ABOVE).
- Completed forms need to be submitted to HRSC by 10 a.m. the last workday of the week.

COMPLETE THE FOLLOWING FIELDS

Eagle ID Number:	Record the employee's eight digit Boston College ID Number.
Name:	Please PRINT last name, first name, and middle initial.
Week Beginning:	Use a Sunday begin date.
Week End:	Use a Saturday end date.
Pay Period End:	Use the Saturday date for the workweek just completed.
Earning Codes:	See box below for Earning Codes.
Regular Weekly Hours:	Regular hours are the usual expected hours worked in a regular week.
Extra Hours:	Extra hours are those hours worked in excess of the regular work week up to and Including 40 hours per week. Regular hours are paid at the regular hourly rate.
Overtime Hours:	Overtime hours are those hours worked in excess of 40 hours and are paid at one and one half the regular hourly rate.
Hourly Rate:	Amount earned per regular hours worked. Record with three decimal places.
Job Code:	Record the six-digit number assigned to each specific job. Refer to employee's Hire Form.
Account Number:	Record nine-digit account number from which the employee is to be paid.
Position Number:	Record the employee's assigned position number. Refer to employee's Hire Form.

PROCESSED BY HRSC	DATE

PLEASE MAKE A COPY FOR YOUR RECORDS

EMPLOYEE TYPE	STUDENTS	NON-STUDENTS
REGULAR HOURS	STO STU	REG REN
OVERTIME HOURS	OTP	OTP