<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td>8 hours</td>
<td>Regular</td>
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<tr>
<td>Tue</td>
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<td>8 hours</td>
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<tr>
<td>Wed</td>
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<td>Thu</td>
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<td>Fri</td>
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<td>Sat</td>
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<tr>
<td>Sun</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td>8 hours</td>
<td>Regular</td>
</tr>
</tbody>
</table>

**Student Signature:**

Kelly Columbus

**Date: 4/30/12**

I approve of this student's hours.

Your supervisor MUST write "I approve of this student's hours" on your timesheet.

Your timesheet MUST be signed and dated by BOTH you and your supervisor.

No overtime pay allowed.
Important Timesheet Tips and Reminders:

When your timecard is due:

1. Submit timecard online on Axess (by 12 noon, California time)
2. Print out submitted timesheet from Axess page: format print to show total hours
3. You sign and your supervisor signs
4. Scan the signed document and email it to the Box address by 5 p.m. that same day.
5. Look for Box confirmation in your email

- On your Axess timecard, you may enter military time or you may enter standard time. For standard time, be sure to add AM or PM appropriately as failure to do so will calculate your hours incorrectly and will result in a timecard reflecting overtime or double time. This timecard cannot be approved and will be rejected and you will not be this pay period.
- Email Yvette ASAP should there be any issues with your paycheck or timesheet. Even if you did not work, you must submit blank timesheet
- **For every 4 hours you get a 15 min rest break still on the clock. Do not add breaks to your timesheet. If you work 6 hours or more each day, your timecard must reflect a lunch break which must be at least 30 minutes duration (in communication w/supervisor). Be sure to show a lunch break of at least 30 minutes if you work 6 hours or more per day**

- When you scan in your signed timesheet, use this format to save your file:
  - Last Name, First Name – Pay Period Date – CSWS Summer
- A separate email address via Box will be set up for timesheet submission. We will provide you with this information soon.
- Again, you MUST fill out a timesheet even if you did not work any hours during the pay period. Simply submit a timesheet with zero hours.

Final notes:

Please add timesheet due dates to your calendar

Please don’t wait till the hour before it is due to complete the timesheet. Inevitably something happens and you are unable to log into the system and it becomes stressful for you and me and this will cause a delay in your paycheck.