Student Timecards

January 2017
You need two things to have a student job and receive a paycheck:

- A valid work permit
- A timecard in myECU

The following slides will show you how to obtain a work permit, and how to properly fill out a timecard.
Work Permits

• ALL students must complete a work permit to obtain a student job.
  – As soon as you’re hired, go to the Financial Aid office and ask for a work permit.
    • Inquire to see if you qualify for work study.
    • If so, get a work study work permit.
    • If not, get a regular work permit.
    • If you have never worked on campus before, you will receive a packet of forms. See below for more information.
  – Fill out the work permit and have the Library Director sign it.
    • If you have never worked on campus before, return the entire packet to Employment Services. This will require a photo ID and either your social security card or your birth certificate. They will complete the packet, and give you the work permit to take to Financial Aid.
    • If you have worked on campus before, return the signed permit to Financial Aid for their signature.
  – Be sure to get a signed copy of the work permit from Financial Aid.
  – Give the signed copy to your supervisor and one to the Library Director.
Timecards

• Timecards are historical documents of your work history.
• The university uses online timecards through MyECU.
• Timecards begin on the 1st of the month and go through the last day of the month.
• Payday is the 12th of the month via direct deposit. You can find a Direct Deposit Form on the Student Employment webpage or in the Employment Services Office.
• It is YOUR responsibility to completely fill out the timecard and record YOUR hours.
• You cannot get paid unless you properly fill out your timecard.
- myECU
- Click on the STUDENT tab
• EVERYDAY, enter the number of hours worked.

• At the end of the pay period, finalize your timecard. This is a digital signature verifying the hours you’ve reported are true and correct.

• After verifying that your time entries are true and correct, select the CLICK HERE TO FINALIZE link.
Conclusion

• Remember – you can do all of this from any internet connection in the world including your smartphone!
• Enter your hours worked daily!
• Finalize your timecard at the end of the pay period!
• Be responsible – it’s your paycheck!