Linscheid Library
Timecard Quiz

1. What do you need to have to get your paycheck and have a student job?
   ___ A valid work permit
   ___ A time sheet
   ___ A valid work permit and a time sheet

2. Who signs the work permit once you acquire it from the Financial Aid office and fill it out?
   ___ Your supervisor
   ___ The Director of the library
   ___ Employment Services

3. Timecards begin and end on what days?
   ___ The 15th and 30th
   ___ The 25th and 10th
   ___ The 1st and last day of the month

4. When should you fill out your hours?
   ___ Weekly
   ___ On the day that turn time sheets are due
   ___ Daily

5. What should you do at the end of the pay period?
   ___ Print your timecard
   ___ Sign your timecard
   ___ Finalize your timecard

6. Where can you do your timecard?
   ___ At work only using a library computer
   ___ From any networked computer on campus
   ___ From any internet connection in the world

7. Who is responsible for creating and entering hours on your timecard?
   ___ I am
   ___ My supervisor
   ___ The Library Director