

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Details

Current Hires & Awards (4)

Upcoming Hires & Awards (0)

Old Hires & Awards (0)

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
<u>Student Fellow</u>	SOA MFA Writing	\$25.00	08/18/2014	05/31/2015	
<u>Student Casual Worker</u>	SOA MFA Writing	\$15.00	07/01/2014	08/31/2014	

= Active = Inactive = Closed = Pending

Award Name	Amount	Balance	Term
<u>Casual Pay Budget 1</u>	\$1,000.00	\$500.00	OPEN (05/01/2014 - 06/30/2015)
<u>Service Position Allocation 1</u>	\$1,000.00	\$500.00	Academic Year 2014 - 2015 (08/18/2014 - 05/31/2015)

My Timesheets page includes all Job Hire Information and Service Position/Casual Payroll Budget balances .

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Manage Time Sheet

[\[Print Time Sheet \]](#)

Student

Job Title Student Casual Worker

Status Approved

Pay Period 08/11/14 - 08/24/14

Deadline *August 22, 2014 12:00 PM*

Time Sheet Entries						
Date	Start	End	Hours	Edit	Delete	Manual Check
Friday, August 15	12:00 PM	5:00 PM	5 hrs	Edit	Delete	<input type="checkbox"/>
Friday, August 22	12:00 PM	5:00 PM	5 hrs	Edit	Delete	<input type="checkbox"/>
» Add New Entry						
Total:			10 hrs			
<div style="display: flex; justify-content: space-around;"> Reject Lock Select All </div>						

- Pay Period Info
- Hire Details
- Awards**
- Supervisors
- Accounts
- Notes

Student Awards			
Casual Pay Budget 1	OPEN	\$1,000.00	\$500.00
Service Position Allocation 1	Academic Year 2014 - 2015	\$1,000.00	\$500.00

When Students complete a timesheet the current award balance can be viewed under the Awards Tab.

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» Add New Entry						
Total:			10 hrs			
<input type="button" value="Reject"/> <input type="button" value="Lock"/> <input type="button" value="Select All"/>						

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
Accounting Info					
Effective Tuesday, July 1, 2014					
Casual Pay Budget 1 (CP1)	OPEN	100.0%	~\$150.00		

The Accounts Tab will show the total amount due to students for this timesheet. In this example the student has worked 10hrs at \$15 per hour.