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| *Please read and review all sections of the Student Employment Handbook.* *Read and sign the Acknowledgement of Receipt of the Student Employment Handbook below.***Acknowledgment of Receipt Student Employment Handbook**I have received the online link to the Student Employment Handbook at: <https://wwwi.mcpherson.edu/wp-content/uploads/2022/06/Student-Employment-Handbook-6.2022.docx>I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. If I have any questions, I should contact the Career Services Office. I understand that the student employee handbook is not an employment contract or a legal document, but does provide the organizational employment policies and procedures by which I am governed. I agree to comply with the guidelines, policies and procedures of McPherson College. I have entered into my employment relationship with McPherson College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or McPherson College can terminate the relationship at will, with or without cause, at any time.This Handbook is subject to change without notice. It is understood that changes in procedure will supersede, modify, or eliminate existing policies and I will be notified of such changes through normal communication channels.  |
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Signature of Student Employee Date

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Printed Name of Employee

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Signature of Business Office Representative Date

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***\*\*Important things to know about time entry and getting paid\*\****

## Daily Time Entry

1. Log in to Bulldog Connect account.
2. Go to Finances tab > Student employees (left menu) > Student Timecard
3. If entering time at the beginning or end of each month, two pay periods (months) may be open. Choose the pay period (month) of the timecard you are entering time for.
4. Select day worked and enter “Clock In” and “Clock Out” time.
	1. Double check to make sure “Hours Type” is set on “Regular”.
	2. Make sure to enter accurate hours worked. Supervisor will review and approve hours worked.
	3. Remember to click “Save Hours and Comments”. If not saved, the time entered will not be saved for the day.
5. At the end of every month, remember to finalize hours for the month by clicking “Click Here to Finalize”.
	1. Finalized timecards are due to Payroll within 2 business days after the end of the month.

## Getting Paid

1. Pay Day is on or around the 15th of the month following the month the student employee worked. If the 15th falls on a weekend or Federal Reserve holiday, students will be paid the business day prior.
2. All campus positions will be paid on the same paycheck.
3. You may receive your paycheck via direct deposit (complete the direct deposit form in payroll) or via a paper paycheck.
4. Direct deposit will be applied to your chosen bank account or student account.
5. Paper paychecks may be picked up from the Business Office. You will receive an email when your paycheck is available for pickup.