



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Enrollment Services

Payroll Procedures

Please note the following:

1. You may not work during your scheduled class time, under any circumstances.
 - a. For example: Class cancelled
2. All timesheets must be submitted online in accordance with the electronic timesheet processing guidelines and the posted student payroll calendar, failure to comply may result in your ineligibility to participate in Student Employment program(s).
3. Student(s) and their supervisor are responsible for submitting and approving time sheet records on time in accordance with the Student Payroll calendar.
4. Student(s) may not work more than the agreed upon number of hours per week, not to exceed 15 hours per week.
5. Student must remain enrolled in order to continue employment.
6. In order to remain eligible for student employment, student must maintain satisfactory academic progress to remain eligible for student employment.

Student Signature

Date

Print Student Name

Banner ID#

Supervisor Signature

Date