

## Getting Paid at LSM

- Clocktrak is the program used to track billable hours. A dedicated Clocktrak computer is located in the office behind the Circulation desk.
- In addition to using Clocktrak, please fill out the blank time slips to ensure that you are paid for the correct hours. This is to safeguard against errors in the Clocktrak program and to use as a backup for signing off on student hours.
- All students, including vouchers, must clock out and in for their fifteen minute break every five hours.
- If you forget to punch your time card at any point, you must bring it to the Student Coordinator, who will verify the shift and sign off. The Student Coordinator's signature verifies the hours on the time card and is the only authorization of payment.
- Paychecks for non-benefit employees are distributed on alternating Fridays throughout the year. The pay period runs for two weeks, from Thursday to Wednesday. On Thursday morning all hours are reviewed and signed for approval
- The checks arrive at Kristi Conover's office around noon, and Bill Bejarano picks them up and keeps them in a locked cabinet in the DTS office
- Students must sign and date on the sheet provided to receive their checks
- If the paycheck is not deposited within 90 days, it becomes invalid and a re-issue must be delivered. See Kristi Conover for details on this.

*Note: If your work is unsatisfactory, your attendance is poor, or you are not behaving in a responsible manner, you will be relieved of your job. This would be an unfortunate circumstance.*

*There are benefits other than financial to be gained by working at the library. Your library experience can be used as a reference for future employment after graduation. Your attendance, attitude and responsible behavior will be evaluated for recommendation*

updated 3/27/2000 - ay