Students

- With the exception of Department of Residence students, students record their time worked on the eBusiness timecard through UNI Student Employee Self Service. Department of Residence students use the Empower timekeeping time system.
- Students often work multiple jobs (assignments) and need to select the correct timecard for the job they are working when recording time. If the student does not see the correct timecard they should contact their supervisor.
- Students on Federal Work Study select Fed WS as the timecard hour type.
- Students enter the time they begin and end work either to the minute or the closest 5 minute mark.
- Per UNI Student Employment Policy students should not work more than a total of 20 hours for all jobs during the academic year.
- Per UNI Student Employment policy students may work up to 40 hours total for all jobs when school is not in session. However, if more than 40 is worked, hours over 40 must be recorded as Overtime.
- Students should submit their timecard at the end of each week or Monday morning. This allows for the review and approval of the timecard prior to Payroll processing all approved timecards each Thursday at 10:00 a.m.