



# It's About That Time...

## Goodbye 2019, Hello 2020!



### Are you checking Student Employee reports in Kronos?

Don't forget you can use the Punch Origins Report to check where your student employee has clocked in and out! This will help avoid discrepancies in student timesheets. Here are a few friendly reminders regarding Student Employee Timesheets:



Departments should actively monitor student punches - Have your student employee(s) check in with a staff member upon the start of shift, and set up designated times to pop in throughout the student's shift to check their progress.



Don't sweep student timesheet falsification under the table. It is important to report any issues immediately!



Review Student punches each pay period - Check for any inconsistencies in punch origins as well as shift times



Don't forget the consequences for manipulation of student timsheets! Students may become ineligible for hire here at the university including future EHRA/SHRA employment opportunities.



If the report indicates that a student employee has falsified their timesheet, please correct, and then contact the Student Employment Manager at 252-328-9898.



Timesheet falsification can lead to penalties including criminal charges.



We think its ALWAYS important to know when the money hits the bank!

Especially when it gets there early! Please inform your students that December's second payday has been moved from December 31st to December 23rd!

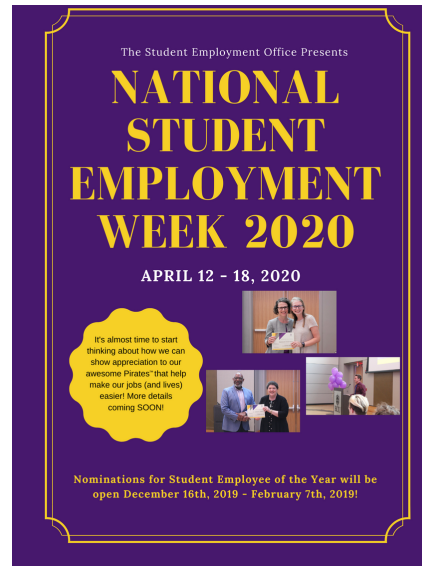
# Coming Soon!!!



March 7th & 8th, 2020 will be the 3rd Annual Talent Management Conference sponsored by Human Resources. Be on the lookout for details about this professional development opportunity that will give you an edge up on the rest of the year!

One of our favorite student-centered events is coming up in April 2020!

It's time to recognize the students that make our jobs just a little easier. Nominations begin Monday, December 16th!



We are also getting geared up for our National Student Employment Week Video and we need your help! Please contact the Student Employment Office if you are interested in being a part of this project! Send us a message at [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu).

## Student Employment Office Staff

Please feel free to reach out to any of our SEO Staff for your Student Employment needs!  
Our office is open Monday - Friday, 8:00am - 5:00pm

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