



# **STUDENT EMPLOYEE EMPLOYMENT HANDBOOK**

Payroll Department  
Kearney Administration Building, Room 217  
3690 East Avenue  
Rochester, NY 14618  
(585)385-8057 or (585)385-8056  
<https://www.sjfc.edu/services/payroll/>

Updated 12/15/2023

## **STUDENT EMPLOYEE HANDBOOK**

This handbook is provided to you with a general overview of student employment. The information is intended to be helpful to new and current student employees. Please contact the



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## VI. PAY PERIOD, HOURS WORKED & TIME SHEETS

### Pay Period

A pay period consists of two consecutive work weeks, beginning on a Saturday and ending on a Friday. A Payroll Schedule is available at <https://www.sjfc.edu/services/payroll/>

### Work Week

A work week consists of a specified 7 day time frame, beginning on a Saturday and ending on the following Friday.

### Calculating Hours Worked

Record hours worked on an electronic time sheet under the appropriate date to the minute using decimal conversion of minutes

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