



As a wage employee with the Department of Computer Science, I understand and agree to the following guidelines:

(Read and initial at the end of each statement)

I understand that one of my basic responsibilities is to enter my time on the same day the hours are worked. Failure to do so could result in employment termination. _____

I understand that the hours I log into Time Clock will reflect real time worked. I am not guaranteed a set number of hours and Time Clock will reflect actual time worked. _____

I understand that I do not need to approve my own hours in Time Clock. _____

I understand that I am to use Time Sheet entry only, I am not to clock in and clock out.

I understand that if I have more than one position with Virginia Tech, I can only be logged into one position at a time; hours cannot overlap each other. _____

I understand that if there is a correction to be made, I must contact Melanie Darden at mdarden@vt.edu. I will proof my entry before submission. _____

I understand that for half hour entries, I will enter .50 and for 15 minutes, I will enter .25.

I understand that I am to never email my full name and full ID# together; my name and the last 4 digits of my number will suffice. _____

I understand that I am to only work from the first day of classes (or first day of employment eligibility) to the last day of classes in a term. Any hours outside of that must be pre-approved by my supervisor. _____

If there are questions about this, please contact Melanie Darden at mdarden@vt.edu.

Sign your name

Print your name with last 4 digits of your ID#

Thank you!!

Invent the Future