Student Casual and FWS Time Reporting

Guidance for Time Reporting –COVID-19 Response

If you are entering time for a student casual or federal work-study student who has worked the hours being reported, please follow the normal process for collecting and submitting hours in your department.

Note: on a temporary basis, for remote work situations, timesheets that have been emailed by the employee and approved via email by the manager may be accepted in lieu of the paper timesheet. The email record must be retained like any other timesheet.

If you are entering time for a student casual or federal work-study student who has not worked the hours but is being paid under the pay continuity for students commitment, please follow the instructions listed below.

For Federal-Work-study Students

- Before approving the timesheet, click on “Notes”
- Click “Add Note”
- Include a note stating that the hours are being paid but not worked
- Click “Add Note” box (next to “Cancel”) to save the note
- Approve the timesheet
- All normal time-entry deadlines apply

Please contact Maribel Marcano-Longi (mm16@columbia.edu) with any questions

For Student Casuals via FFE Time Entry

- Enter the hours you believe represents their regular schedule as regular hours
- Use their standard pay rate
- Please keep a record of who has been paid under the pay continuity plan
- All normal time-entry deadlines apply

Please contact the HR Service Center with any questions

For Student Casuals via PAC Time and Labor

- Enter the hours you believe represents their regular schedule as regular hours
- Click the bubble icon to enter a comment that these are hours based on pay continuity for students
- All normal time-entry deadlines apply

Please contact the HR Service Center with any questions