

## **Prairie View A&M University Student Employment Office**

### **Internal Time Records**

Supervisors are required to maintain an adequate internal time record as supporting documentation to the time reported to Payroll through the Time Traq system. The supervisor must establish a system to effectively track the dates and times that each of their student employees arrive for work and leave each day. This record should be maintained in the students' internal employment file.

All student employees should sign in upon reporting to work and sign out upon leaving on a daily basis. A daily log or timesheet should be maintained in each department and closely monitored by the supervisor.

The SEO may periodically audit a department's internal time records to ensure accuracy and compliance with university and/or federal guidelines.