

## Prairie View A&M University Student Employment Office

### Guidelines for Submission of Time through the Time Traq System

The student employee is responsible for submitting bi-weekly timesheets directly to his/her supervisor by the deadline established by the Payroll Office. Please view the due dates for all biweekly student timesheets online at <http://www.pvamu.edu/pages/1949.asp>.

All student employees must adhere to following procedures when entering his/her timesheets through the [Time Traq system](#):

- The student must submit his/her timesheet through the Time Traq system by the established deadline.
- The student may not submit time for hours that he/she was scheduled to be in class.
- No student may submit time for more than eight (8) hours in one day.
- Undergraduate students may not submit time for more than twenty (20) hours in one week.
- Graduate students may not submit time for more than thirty-five (35) hours in one week.
- No student may submit time once he/she has exceeded his/her work study allocation.