

STIPEND PAYMENT PROCESS

1.1. Filling of Timesheets

It is the responsibility of the respective student to fill the timesheet with all the relevant details. Students have two days after the end of the work week to obtain supervisor's approval. The student's should confirm with the supervisor the alternate arrangements for approval in case the supervisor is not available on these two days to approve the timesheet in hard copy. Alternate arrangements may include approval of scanned copy of timesheet on email or delegation of approval authority by the supervisor to another competent authority.

1.2. Submission of Timesheets

All timesheets, duly approved by the Supervisor have to be submitted by the students in OJC drop box by end day, every Tuesday for the preceding week. Any time sheet not received by end of day Tuesday will lead to losing of stipend payment for the previous week. The drop box is currently at C321. This drop box will be shifted to The Lower Ground Floor, Central Library, Block E in due course of time (separate notification will be issued to students when the movement is executed). The section enmarked 'For Office Use' will be filled by concerned offices on receipt of Timesheets after they have been submitted in the drop box.

1.3. Collecting the Stipend

For correctly filled in Timesheets, cash payments will be done every Monday and Tuesday (Payment Days), between 11 am to 1 pm. The payments will be disbursed by Finance team at E011, Lower Ground Floor, Central Library, Block E. The payments will be made by Finance on display of SNU Student ID card by the respective student as identity proof. In case the payment day is a University Holiday, the next working day will be the new payment day. Cash payments done every week will be against the Timesheet submitted on the preceding Tuesday.

1.4. Guidelines for Filling Timesheets

- 1.4.1.** Students are expected to log in hours on daily basis in multiples of one full hour or half hour. For e.g. 2 hrs, 2.5 hrs or 3 hrs. Please plan your day and work accordingly for more efficient utilization of time. Any rounding off, if any will be done on daily basis, i.e 2 hrs 20 min will be considered as 2 hrs and 2 hrs 40 min is 2.5 hrs.

- 1.4.2.** When students work for multiple slots on the same day, please insert additional rows, as required against the same day in the timesheet for logging in the all the timeslots of the day.
- 1.4.3.** As per the earlier version of this policy the work week was considered as Sunday to Saturday but with the current version it has been revised to Monday to Sunday. To effect this transition, the week starting March 16, 2014 (Sunday) will run till March 23, 2014 (Sunday). The new week will be effective starting March 24, 2014 (Monday) and will run till March 30, 2014 (Sunday), numbered as Week 13 and a consecutive number for each subsequent week. Please refer to tab two of Timesheet workbook to know the week numbering.