In order to be paid for your work, you will need to submit a time card each month with your hours worked. Below are instructions for how to submit your time card. We encourage you to do this in the center, using the printer at the front desk.

**IMPORTANT**: If the time card is not filled out correctly, printed correctly, signed by both the employee and supervisor, and turned in by the deadline, you might not be paid until the next pay period.

1. Go to the SDSU Writing Center website employment page at [http://writingcenter.sdsu.edu/employment.html](http://writingcenter.sdsu.edu/employment.html)
2. Click on the link for the time card for the month you are submitting.
3. The card will open in Excel and then can be filled out in the program.
4. When you fill out the card, make sure to enter your name, Red ID, rate of pay, and indicate the hours you worked. The form will calculate and total based on the information you enter.
5. Before printing, make sure that you select the box next to “Scaling” and that it is set to “Fit to: 1 page wide by 1 page tall.”
6. Once the time card is complete and printed, check to make sure all the information is complete.
7. Sign the card and then submit it to the Directors’ office.

**DEADLINE**: All time cards must be submitted (with complete and correct information) to the Directors by the second to last day of the month—unless you are scheduled to work on the last day of the month. If you are scheduled to work the last day of the month, you can submit your time card on that day.

If the last day of the month falls on a Saturday or Sunday, cards are due the Thursday that falls before the last day of the month—unless you are scheduled to work the last Friday of the month; then, cards are due on that Friday.

**REMINDERS**
- Along with your hours tutoring, please include any hours for meetings you attended or workshops you facilitated.
- You can only be paid for 20 hours/week total so you need to ensure that you do not work more than 20 hours/week, especially if you are working as a student assistant at other places on campus.
- The directors can only sign time cards for your hours worked in the writing center.