

# Timekeeping Information

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## ATTENTION STUDENT EMPLOYEES:

### You may not begin logging hours until you complete the hiring process.

All law school student employees are required to log hours in [EmpCenter](#), the University's web-based timekeeping system. **Hours must be reported in real time.** (In other words, clock-in when you start your shift, clock out and back in for lunch/breaks, clock out when your shift ends.) You can access the EmpCenter web clock by using your Marquette user credentials to login. Please visit the [Timekeeping at Marquette](#) webpage for more information.

Please note that it may take up to 3 business days for your new position to become active in EmpCenter. While your new position processes into EmpCenter, please submit hours to this [online form](#). The Law School will manually enter your hours worked until you are able to clock hours in real time. Be sure to check [EmpCenter](#) daily to access your timeclock.

Once you're established in EmpCenter, if you should forget to clock-in/out or have any other timekeeping issues to report, please notify us as soon as possible by using the same [online form](#) referenced above. Please be aware that you do not have the capability go back and edit your timesheet, so it is imperative that you're clocking hours in real time.

Please note that students may work up to **20 hours per week** during the fall and spring semesters (this includes exam times) and up to **37.5 hours per week** during summer and breaks (winter break/spring break). Overtime is *not* permitted. Please also be aware that if you're employed in more than one paid position at Marquette University, your combined hours CANNOT exceed the weekly hour limits referenced above. (NOTE: Research assistants often have special hours restrictions. Please discuss these restrictions directly with your supervising professor.)

Student employees are paid bi-weekly. Please refer to the [academic year payroll calendar](#) and/or [summer payroll calendar](#) for payroll periods and paycheck issue dates. You will typically be notified via email the Friday before the last day of the pay period to alert you that the pay period is coming to a close and to make sure all of your time has been correctly entered in [EmpCenter](#).

For more information, please refer to our [Student Employment website](#).

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**Additionally, Research Assistants and Waukesha County Employees must also email their supervisors to request timesheet approval.** The email should be formatted as follows:

TO: Professor or Supervisor  
CC: Rich Archer ([richard.archer@marquette.edu](mailto:richard.archer@marquette.edu))

Greetings, Professor (or Mr./Ms.) "Last Name":

*I logged the following hours of compensated work/research for this pay period:*

Week of [Month Day]: XX hours (example: Week of January 8: 10.25 hours)  
Week of [Month Day]: XX hours (example: Week of January 15: 9.75 hours)

*If you do not approve these hours, please alert Rich Archer, copied on this email, as soon as possible. Otherwise, no action is required on your part. Thank you.*

Please send this email **no later** than the last day of the pay period (which is every other Saturday, per the [payroll calendar](#).)

# **Employment & Payroll Contact Information**

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## **Law School Student Employment**

<http://law.marquette.edu/current-students/student-employment>

Rich Archer, Student Affairs Office Associate

Eckstein Hall, Room 238

414-288-3357

## **MU Student Employment**

[http://www.marquette.edu/mucentral/financialaid/ses\\_index.shtml](http://www.marquette.edu/mucentral/financialaid/ses_index.shtml)

Zilber Hall, Suite 121 (in Marquette Central)

414-288-4000

## **Payroll Questions or Concerns**

<http://www.marquette.edu/comptroller/payroll.shtml>

Bob Krenzke, Payroll Associate – Student Employees

Straz Tower, Room 175

414-288-5136

**To view and print past and current pay details, pay stubs, and your W-2, please visit:**

<https://myjob.mu.edu>.