

# Time Reporting Instructions

## 1. Time Reporting Guidelines

Students are required to report the number of hours worked each week to NAHRDC.

Please read the following instructions for time reporting:

- Students are paid every Thursday, beginning the 2<sup>nd</sup> Thursday after their start date.
- Time reporting is submitted via e-mail to [na.hrdc@alcatel-lucent.com](mailto:na.hrdc@alcatel-lucent.com) with a copy to the student's reporting manager/supervisor.
- Actual time worked must be submitted *on or before Thursday*, no later than **12:00 pm CST**. *If there are any changes, they may send them in and they will be fixed on the following pay period.*
- Students should mark their time submissions with a "read receipt" and/or a "delivery receipt" to ensure the time has been received. If the student doesn't receive a confirmation, they will need to re-send the report.
- Any time not reported by the Thursday deadline will be paid on the following pay cycle. **A student can submit their time late if needed and/or send an updated time sheet.** Students will use the chart format below in body of the e-mail to report their time. (*see below*)



## 2. Time Reporting Chart

Students will use the chart format below in body of the e-mail to report their time.

Name	Student Name Student HRID	
Work Week	##	
Week Day	Date	Actual Hours Worked
Saturday	dd/mm	
Sunday	dd/mm	
Monday	dd/mm	
Tuesday	dd/mm	
Wednesday	dd/mm	
Thursday	dd/mm	
Friday	dd/mm	
Total Hrs		

### 3. HRID

To find your HRID (employee ID) please visit the [Corporate Directory](#). On the bottom left of the page within the blue highlighted box for NAR Specific Legacy attributes you will find your Narhrid. This is needed when submitting your time reporting chart.

<b>Doe John</b>		<a href="#">Details</a> <a href="#">Edit profile</a> <a href="#">Change my picture with FACES</a> <a href="#">SO Spassword</a> <a href="#">And more...</a>	
<div>Email: _____@alcatel-lucent.com CSLogin: _____ UPI: _____ Cost Center: _____ User Type: E (Employee)</div> <div>NAR specific Legacy attributes (displayed only for support of some existing applications. New applications should use UPI &amp; CSL) Narhrid: 1234567 handle=CSL for this person Narnloc: _____</div>		<div>OnNET: _____ Phone: _____ Mobile: _____ Assistant: _____ Fax: _____</div> <div>Time Zone: <a href="#">Click here to update your Time Zone</a></div> <div>Company Alcatel-Lucent USA Inc. Work address: Alcatel-Lucent USA Inc.</div> <div>Building: _____ Office: _____ <small>Attention NAR employees: <a href="#">Click here</a> to verify the work address used for mail and payroll purposes.</small></div>	<div>Department: _____ Organization: _____ Job family: _____ Business title: _____ Supervisor:  _____ Administrator Approval:  _____</div> <div><a href="#">Engage Profile</a> <a href="#">My reporting Hierarchy</a> ↑ _____ ↓ _____</div>

### 4. Work Week #

You will also need to indicate the Work Week # each time you report your worked hours. See attached Work Week # document to find what work week we are on.

### 5. Vacation and Sick Pay

Students are not eligible for company paid vacation or sick pay. Students are permitted to take a brief amount of time from work without pay if approved by their manager. If the student is taking a vacation, he/she will need to turn in time cards with **ZERO** hours in advance of departure. Extended leaves lasting more than 1-2 weeks must be approved before departure by Student Programs.

### 6. Holiday Pay

Time reporting for holidays is slightly different and instructions will be sent at a later date. Please see below:

#### [Student HOLIDAY Time Reporting Items](#)

This communication is to inform you of:

- 1) **Holiday Pay (Eligible US Co-op Students Only):** Some students may be eligible for pay for Holiday Pay. Please see detailed instructions below. Pending your eligibility from the below Holiday Pay Policy, use the following examples to label your Time Reporting chart.

**\*\*If you are usually working at least 15 hours a week you will automatically receive 8 hours of Holiday pay on each company recognized holiday.**

***Please remember that Holiday Pay is a privilege that we get from Alcatel-Lucent, if it is abused it can be taken away.***

**Example of Holiday Time:**

If you average at least 15 hours a week your time sheet should look like this:

	John Doe HRID	
Work Week	52	
Week Day	Date	Actual Hours Worked
Saturday	12/22	
Sunday	12/23	
Monday	12/24	8 HOLIDAY
Tuesday	12/25	8
Wednesday	12/26	8
Thursday	12/27	8
Friday	12/28	8
Total Hrs	40	

**\*\*\*\* You MUST mark the Holiday hours!!!!\*\*\*\*\***

If you are working instead of taking off, please mark your timesheet with **both** the holiday hours and time worked.

***(Please read below for more important information regarding working on a holiday.)***

	John Doe HRID	
Work Week	52	
Week Day	Date	Actual Hours Worked
Saturday	12/22	
Sunday	12/23	
Monday	12/24	8 HOLIDAY 8 WORKED
Tuesday	12/25	8
Wednesday	12/26	8
Thursday	12/27	8
Friday	12/28	8
Total Hrs	56	

**Alcatel-Lucent U.S. (Non California) Co-op Holiday Pay Policy:**

- 1) Averages less than 15 hours a week:
  - i. **No Holiday Pay**
- 2) Averages at least 15 hours a week and they don't work:
  - i. **8 hours of holiday pay on company recognized holidays.**
- 3) Averages at least 15 hours a week and they work on HOLIDAY:
  - i. **1.5x normal rate for hours worked on the holiday.**