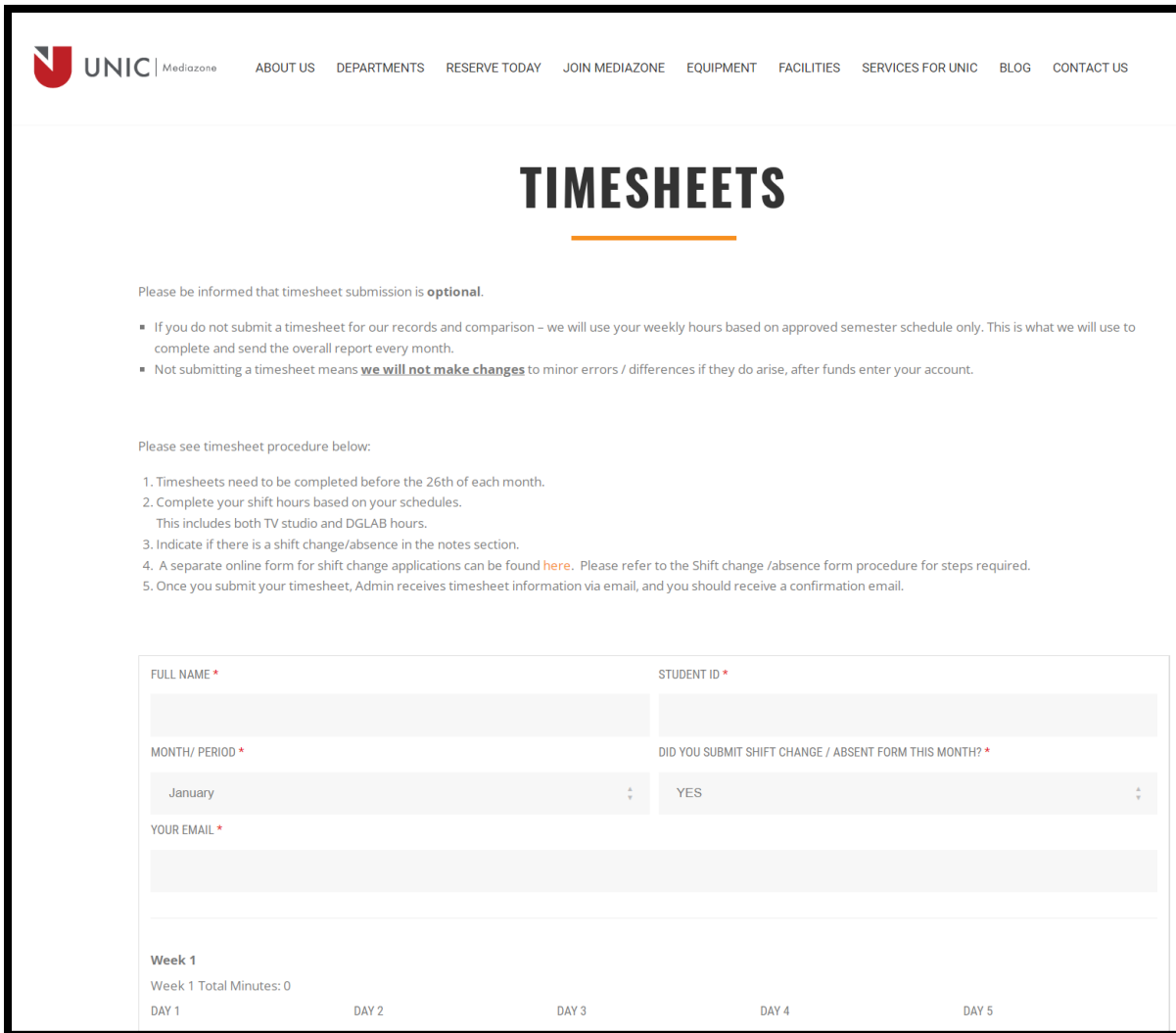


Time sheet



The screenshot shows the 'TIMESHEETS' page on the UNIC Mediazone website. The page includes a navigation menu at the top with links for ABOUT US, DEPARTMENTS, RESERVE TODAY, JOIN MEDIAZONE, EQUIPMENT, FACILITIES, SERVICES FOR UNIC, BLOG, and CONTACT US. The main heading is 'TIMESHEETS' with an orange underline. Below the heading, there is a notice that timesheet submission is optional, followed by two bullet points explaining the consequences of not submitting a timesheet. A list of five steps for the submission procedure is provided. At the bottom, there is a form with fields for FULL NAME, STUDENT ID, MONTH/PERIOD (set to January), and DID YOU SUBMIT SHIFT CHANGE / ABSENT FORM THIS MONTH? (set to YES). There is also a field for YOUR EMAIL. Below the form, a table shows 'Week 1' with a total of 0 minutes and columns for DAY 1 through DAY 5.

<https://mz.unic.ac.cy/timesheets/>

Time sheet submission is **optional**, but if you will submit it, this should be done before the 26th of each month. Complete your shift hours based on your schedules, this includes both TV studio and Digital Lab hours. Indicate if there is a shift change/absence in the notes section. (see Shift Change Form). Once you submit your timesheet, Admin receives timesheet information via email, and you should receive a confirmation email.

If you do not submit a timesheet for our records and comparison, then the calculation will be done based on your weekly hours based on approved semester schedule. Not submitting a timesheet means **we will not make changes** to minor errors / differences if they do arise, after funds enter your account.

Payment Method

The payment should be shown in the statement of account on intranet on the 10th day of the next month. (ex. 10th of October). It is a good practice to check the intranet account thus in case there is a problem to be able to solve it promptly.