



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON SEPTEMBER 14, 2018

 Student Signature Date Supervisor Signature Date

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

SEPTEMBER 1-14, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks **MUST** be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. Supervisors must review & approve your timesheet by signing below. No exceptions.
5. Supervisors must provide a budget code.

TIMESHEETS ARE DUE ON SEPTEMBER 28, 2018

_____	_____	_____	_____
Student Signature	Date	Supervisor Signature	Date

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

SEPTEMBER 15 - 28, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON OCTOBER 12, 2018

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account

number: _____

(Student will not be paid without this number)

(Labor – Cost Center – Account)

SEPTEMBER 29 - OCTOBER 12, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						29		
30	1	2	3	4	5	6		
7	8	9	10	11	12			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON OCTOBER 26, 2018

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

_____ (Labor – Cost Center – Account)

OCTOBER 13 - 26, 2018							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						13	
14	15	16	17	18	19	20	
21	22	23	24	25	26		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks **MUST** be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON NOVEMBER 9, 2018

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

OCTOBER 27 - NOVEMBER 9, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						27	
28	29	30	31	1	2	3	
4	5	6	7	8	9		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON NOVEMBER 23, 2018

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

NOVEMBER 10 - 23, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						10		
11	12	13	14	15	16	17		
18	19	20	21	22	23			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. **Hours should be rounded to the nearest quarter of an hour.**
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON DECEMBER 7, 2018

_____ Student Signature	_____ Date	_____ Supervisor Signature	_____ Date
----------------------------	---------------	-------------------------------	---------------

Charge to account number: _____

(Student will not be paid without this number)

(Labor – Cost Center – Account)

NOVEMBER 24 – DECEMBER 7, 2018								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						24		
25	26	27	28	29	30	1		
2	3	4	5	6	7			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____
Department: _____

Total Hours: _____
Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON DECEMBER 21, 2018

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

DECEMBER 8 - 21, 2018							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						8	
9	10	11	12	13	14	15	
16	17	18	19	20	21		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON JANUARY 4, 2019

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account

number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

DECEMBER 22 – JANUARY 4, 2019

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						22	
23	24	25	26	27	28	29	
30	31	1	2	3	4		
							Total

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON JANUARY 18, 2019

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

JANUARY 5 - 18, 2019								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						5		
6	7	8	9	10	11	12		
13	14	15	16	17	18			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks **MUST** be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour.***
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON FEBRUARY 1, 2019

_____	_____	_____	_____
Student Signature	Date	Supervisor Signature	Date

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

JANUARY 19 – FEBRUARY 1, 2019								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						19		
20	21	22	23	24	25	26		
27	28	29	30	31	1			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks **MUST** be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.



STUDENT TIMESHEET

Name: _____
 Department: _____

Total Hours: _____
 Rate: _____
Supervisor must initial if rate is more than \$10.10/hr
 Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. Supervisors must review & approve your timesheet by signing below. No exceptions.
5. Supervisors must provide a budget code.

TIMESHEETS ARE DUE ON FEBRUARY 15, 2019

 Student Signature Date Supervisor Signature Date

Charge to account number: _____
 (Student will not be paid without this number) (Labor – Cost Center – Account)

FEBRUARY 2 - 15, 2019							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						2	
3	4	5	6	7	8	9	
10	11	12	13	14	15		
							Total

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON MARCH 1, 2019

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

FEBRUARY 16 – MARCH 1, 2019							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						16	
17	18	19	20	21	22	23	
24	25	26	27	28	1		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____
Department: _____

Total Hours: _____
Rate: _____
Supervisor must initial if rate is more than \$10.10/hr
Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. Supervisors must review & approve your timesheet by signing below. No exceptions.
5. Supervisors must provide a budget code.

TIMESHEETS ARE DUE ON MARCH 15, 2019

_____ Student Signature	_____ Date	_____ Supervisor Signature	_____ Date
----------------------------	---------------	-------------------------------	---------------

Charge to account number: _____
(Student will not be paid without this number) (Labor – Cost Center – Account)

MARCH 2 - 15, 2019								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						2		
3	4	5	6	7	8	9		
10	11	12	13	14	15			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. Supervisors must review & approve your timesheet by signing below. No exceptions.
5. Supervisors must provide a budget code.

TIMESHEETS ARE DUE ON MARCH 29, 2019

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

MARCH 16 – 29, 2019							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						16	
17	18	19	20	21	22	23	
24	25	26	27	28	29		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON APRIL 26, 2019

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number: _____
(Student will not be paid without this number) (Labor – Cost Center – Account)

APRIL 13 - 26, 2019							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						13	
14	15	16	17	18	19	20	
21	22	23	24	25	26		
Total							

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks **MUST** be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

TIMESHEETS ARE DUE ON MAY 10, 2019

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

APRIL 27 – MAY 10, 2019

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						27		
28	29	30	1	2	3	4		
5	6	7	8	9	10			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**



STUDENT TIMESHEET

Name: _____

Total Hours: _____

Department: _____

Rate: _____

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: _____

- Please completely fill in all of the above information.
- Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. *Hours should be rounded to the nearest quarter of an hour.*
- Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
- Supervisors must review & approve your timesheet by signing below. No exceptions.
- Supervisors must provide a budget code.

TIMESHEETS ARE DUE ON JUNE 7, 2019

_____ Student Signature

_____ Date

_____ Supervisor Signature

_____ Date

Charge to account number:

(Student will not be paid without this number)

(Labor - Cost Center - Account)

MAY 25 – JUNE 7, 2019

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						25		
26	27	28	29	30	31	1		
2	3	4	5	6	7			
							Total	

❖ **NON-DIRECT DEPOSIT EMPLOYEES:** Live checks **MUST** be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.