

# Student Employees

Work-study and wage students may work a **maximum of 25 hours a week** during semesters. During university designated breaks and holidays, students may work up to 40 hours per week. Graduate assistants can not work more than 80 hours a pay period. Supervisors and students are responsible for maintaining hours available to work to ensure that students do not exceed the number of hours awarded. **Students may not work during scheduled class time, even if classes have been cancelled or dismissed.**

Students must adhere to the following requests to receive payment by the scheduled payday.

- ◆ Students must be authorized by Financial Aid before beginning work.
- ◆ Tax information – L-4s and W-4s must be updated at the start of each **academic** year.
- ◆ However, students who claim exempt status on their L-4E and/or W-4 must update their tax information at the beginning of each **calendar** year as well as each **academic** year.
- ◆ Name and Social Security Number must be **typed** on the sign in/out logs.
- ◆ The web timesheet is generally available on the 5<sup>th</sup> of each month. Students should record times worked on the web timesheet daily or as soon as it is available.
- ◆ Verify hours entered on the web to the hours recorded on the sign in/out log. Both forms should reflect the same number of hours and times worked.
- ◆ Submit the **web timesheet for approval by the 2<sup>nd</sup> of each month** and notify the supervisor.
- ◆ The sign in/out logs **must** be signed by the students.

Supervisors must adhere to the following requests to ensure your student employees are paid by the scheduled payday.

- ◆ Verify times worked by initialing the sign in/out log.
- ◆ Record on a daily basis the total number of hours worked on the sign in/out log.
- ◆ Allow and encourage student employees to update their web timesheet daily.
- ◆ Verify that the web timesheet and the sign in/out log reflect the same number of hours and times worked.
- ◆ Certify the sign in/out log and approve your student's timesheet via the web.
- ◆ Bring your student's in/out log to the Payroll Department by the 2<sup>nd</sup> of each month.

Student employees are paid on the 12<sup>th</sup> of each month for the prior month's work. If a scheduled payday falls on a weekend, students are generally paid the day preceding the weekend. Funds will be posted on the Chase Debit Card. Students and/or supervisors who submit timesheets and/or sign in/out logs **after the deadline are generally** paid one week after the regular scheduled payday.

Students should review their pay stubs for errors. If a mistake is found, it should be immediately reported to their supervisor. The supervisor should report all errors to the Payroll Department.

Your cooperation in adhering to these procedures is greatly appreciated and will help ensure that the student payrolls are processed in a timely manner. If additional information is needed, you may visit the Payroll website at, email payroll@gram.edu or call the Payroll Department at ext 2747, 2749, or 2248.

# STIPEND RECIPIENTS

## WAGE STIPEND RECIPIENTS

Students receiving **wage stipends** should submit web timesheets and sign in/out logs to the payroll department by the 2<sup>nd</sup> of each month. Please record the time worked in the **comment** section of the **web timesheet** with the following information.

- ◆ List the dates and times the student worked.
- ◆ List the total hours the student worked.

Students must adhere to the following requests to receive payment by the scheduled payday.

- ◆ Students must be authorized by Financial Aid before beginning work.
- ◆ Tax information – L-4s and W-4s must be updated at the start of each **academic** year.
- ◆ However, students who claim exempt status on their L-4E and/or W-4 must update their tax information at the beginning of each **calendar** year as well as each **academic** year.
- ◆ Name and Social Security Number must be **typed** on the sign in/out logs.
- ◆ The web timesheet is generally available on the 5<sup>th</sup> of each month. Students should record times worked on the web timesheet daily or as soon as it is available.
- ◆ Verify hours entered on the web to the hours recorded on the sign in/out log. Both forms should reflect the same number of hours and times worked.
- ◆ Submit the **timesheet via the web for approval by the 2<sup>nd</sup> of each month** and notify the supervisor.
- ◆ The sign in/out logs **must** be signed by the students.

Supervisors must adhere to the following requests to ensure your student employees are paid by the scheduled payday.

- ◆ Verify times worked by initialing the sign in/out log.
- ◆ Record on a daily basis the total number of hours worked on the sign in/out log.
- ◆ Allow and encourage student employees to update their web timesheet daily.
- ◆ Verify that the web timesheet and the sign in/out log reflect the same number of hours and times worked.
- ◆ Certify the sign in/out log and approve your student's timesheet via the web.
- ◆ Bring your student's in/out log to the Payroll Department by the 2<sup>nd</sup> of each month.

## ACADEMIC STIPEND RECIPIENTS

Students receiving **academic stipends** are not required to submit a web timesheet. However, the supervisor must submit a memo to the payroll department by the **2<sup>nd</sup> of each month** with the following information.

- ◆ List each student's name.
- ◆ List each student's social security number.
- ◆ List the amount each student should receive.

Stipend recipients are paid on the 12<sup>th</sup> of each month for the prior month's award. If a scheduled payday falls on a weekend, students are generally paid the day preceding the weekend. Funds will be posted on the Chase Debit Card. For any of the above mentioned documents submitted after the deadline or within three days after the scheduled pay day, manual checks are **generally** processed one week after the regular scheduled payday.

Students should review their pay stubs for errors. If a mistake is found, it should be immediately reported to their supervisor. The supervisor should report all errors to the Payroll Department.

Your cooperation in adhering to these procedures is greatly appreciated and will help ensure that the student payrolls are processed in a timely manner. If additional information is needed, please visit our website or contact the Payroll Department at payroll@gram.edu or call the Payroll Department at ext 2747, 2749, or 2248.

# Monthly Payroll

All unclassified employees are paid on the last working day of the month. If a scheduled payday falls on a holiday, employees are **generally** paid on the day preceding the holiday. All unclassified employees must submit timesheets via the web. All supporting documentations must be submitted to the payroll department by the scheduled deadline in order to be paid on the scheduled payday. Employees who do not submit their timesheet via the web by the deadline must submit a manual timesheet to the payroll department in order to be paid on the schedule payday. Manual checks are **generally** processed one week after the regular scheduled payday, for any information submitted after the schedule deadline.

Employees should review their pay stubs for errors. If a mistake is found, it should be reported immediately to the Payroll Department.

**Please note: Compensatory time earned/taken and all other leave taken can only be offered in ½ hour increments or more.**

Timesheets must be **submitted and approved by 12 noon on the schedule deadline**. Employees who fail to have their timesheet submitted and approved by this time will not be paid on the scheduled pay date.

1. All supporting documentation must be signed, approved and submitted to the payroll department by the deadline above in order for employees to be paid on the scheduled pay date.
2. **All supporting documentation must agree to the web timesheet. This information should be verified by the supervisors prior to approving the timesheets.** Employees and supervisors will be notified via email concerning any discrepancies. Any discrepancies not resolved will result in the employee not being paid on the scheduled pay date.
3. If you have problems accessing your timesheet, please contact the payroll department before the **12 Noon deadline**.
4. **Timesheets cannot be accessed for submission after 12 noon deadline. The computer system automatically cuts-off timesheet availability at that time.**

## Recommendations:

**SUBMIT YOUR TIMESHEET EARLY!!!! WE SUGGEST STARTING BEFORE SCHEDULE DEADLINE.**

Employees should verify that their timesheet has been approved by using the following steps:

- a. Access Banner Web
- b. Access your timesheet
- c. The status should be Approved

Thank you for your cooperation.

Extra Service and Overload timesheets are available via Banner Web. These timesheets are noted by a position beginning with EXT or ADJ. Time worked should be recorded in the comment section of the timesheet. Please include the following:

- ◆ Dates and times the employee worked.
- ◆ Total hours worked.

Extra Service and/or Overload payments shall be processed with the schedule monthly r payroll. Any Extra Service and/or Overload timesheets submitted late will be processed with the next monthly scheduled payroll.

1. **Extra service and Overload**-- Current month's extra service/overload time worked should be recorded in the comment section of the extra service/overload web timesheet and should reflect the dates and times worked and total hours worked. Prior month's time worked should be recorded on a manual extra service timesheet.

# Biweekly Payroll

## **REGULAR PAY PROCEDURES**

Classified employees are paid bi-weekly over 26 pay periods per year. Checks are distributed on alternating Fridays. If a scheduled payday falls on a holiday, employees are usually paid on the day preceding the holiday. For new employees, it is important to remember that because of the paperwork involved in the employment process, he/she will not receive their first check until he/she have worked about three weeks. At that time, he/she will receive a check for the first pay period they worked.

All required deductions such as federal and state taxes, retirement or social security contributions, and Medicare taxes will be automatically deducted from the employee's paycheck. Employees must sign payroll deduction forms to have voluntary deductions made from their checks. Voluntary deductions include: health insurance, life insurance, dental insurance, vision insurance, credit unions, cancer policies, united way, union dues, annuities, etc.

### **Employee Pay Policies**

Employees should review their pay stubs for errors. If a mistake is found, it should be reported immediately to the Payroll Department.