

Student Pay Procedures

All departments are responsible for putting in their student's time online using the Banner PHATIME & PZRTIME forms. Students will not be paid if proper procedures are not followed.

Procedures:

1. Financial Aid will send the department a list of your approved students. Departments will use 'REG' as the earn code for all students.
2. Pads of student timecards (yellow this year) must be picked up in the copy center. The library, grounds and athletics will continue to use the same time clock cards as they use currently.
3. Each timecard must be completed with **student's name, Banner number, the Dept name, Org number, and total hours worked.** (Athletics, Grounds & Library, also). Please be sure they are legible. My suggestion is to make up labels for each student with complete information.
4. **Do not hold timecards.** They should be paid in the time period they worked. If you are waiting for a student to sign their timecard then submit a photocopy and send the original when completed. We have the option of paying them by check and holding their paycheck until you have their signature.
5. Time will be entered and approved by an authorized user into Banner form PHATIME. Figure hours in *quarter hours* (ex., 15 minutes equals .25, 30 minutes equals .50, 45 minutes equals .75 hrs). Please check PZRTIME report to be sure of correct hours and that all students are at 'Approve' status.
6. Original completed and *signed* timecards should be alphabetized, totaled by org number (checked against PZRTIME report), the preprinted **post-it note attached** (green this year) to the top card showing **the total of the timecards and the org number (separated by org)**, put into an envelope and then drop in the payroll timecard box. DO NOT SEND TIMECARDS THROUGH CAMPUS MAIL! Students should not handle their timecards after they have been signed. PZRTIME report should be kept for backup.
7. Please deposit in the timecard box (south vestibule of Rodman, where the vending machines are located) by **Friday at 5PM.**
8. The Banner cutoff for approval of student time is **10:00 AM, the Monday** after the pay period has ended. PHATIME will be closed and no more time or changes will be able to be entered.
9. Students returning to the department and who are familiar with the position are paid \$8.40/hr. Those new to the department are paid \$8.15. There are no exceptions to the rate unless it has been requested by memo & approved (every year) by Assistant Controller, Melanie Moss, with a copy of approval sent to Payroll and one to Financial Aid. The new rate will not go into effect until after it has been approved.
10. Students must process through the Financial Aid office before they will be in the Banner system, and **cannot work** until they have finished all paperwork. Direct deposit is required for students (see Direct Deposit Authorization Form).
11. Each department primary should have a backup (proxy). If you (or your proxy) will not be able to enter timecards because of an emergency, please have the department contact me. Departments must contact me if you have a new person entering time. (twisz@jcu.edu).

*** If you are new or need a review there is a tutorial video of the DTE process at the following link-
<http://youtu.be/R6R54jMfJ34> .