

Fall 2019 Student Pay Procedures

1. Student time should be entered bi-weekly and should be paid in the time period they worked. NOTE: Banner will not allow students to enter time into past pay periods. Only students can enter their hours so it is important that you remind students that their hours need to be entered by 5:00 p.m. on the Friday of the pay period that is ending. See STUDENT PAYROLL SCHEDULE for specific dates.
2. If a student does not enter their time in before the cutoff time the supervisor will need to contact Theresa Bakula or Tammy Wisz. There are two options possible to get the student paid:
 - a. Tell payroll the total hours and the amount will be added into their next check
 - b. Payroll can process a manual check (this option will happen only if there is an urgent need of the student to receive their pay)
3. Time will be entered in *quarter hours*:
 - 15 minutes equals .25
 - 30 minutes equals .50
 - 45 minutes equals .75e.g., 5 hours and 25 minutes worked = 5.50
4. Students should NOT be entering hours into multiple shifts. All hours are entered in SHIFT 1.
5. Students will need to know their org# and job# when entering their time, especially if the student has more than one job on campus. Supervisors can tell the student the org# and job # for their specific department.
6. Student time entry should be completed by **Friday at 5 p.m.** of the pay period that is ending. See STUDENT PAYROLL SCHEDULE for specific dates. Banner will close at 5:00 p.m. and students will not be able to enter their time after that. Banner will reopen for student time entry on Tuesday morning after payroll has been processed.
7. The Banner cutoff for approval by supervisors of student time is **10:00 a.m.** the **Monday** after the pay period has ended. Banner will be closed after that time and supervisors will not be able to approve student time.
8. Students **returning** to the department and who are familiar with the position are **paid \$8.80/hr.** Those **new** to the department are **paid \$8.55/hr.** There are no exceptions to the rate unless it has been requested by the completion of the STUDENT EMPLOYEE PAY RATE ADJUSTMENT form. The completed form must be sent via email to Assistant Controller Melanie Moss for approval. Once approved, the Assistant Controller will send a copy of the form to Payroll and Financial Aid. The new rate will **not** go into effect until after it has been approved.
9. Students must be processed through the Financial Aid office before they will be entered into the Banner system. Students **cannot work** until they have finished all paperwork. Direct deposit is required for student payroll (see DIRECT DEPOSIT AUTHORIZATION FORM-PAYROLL/ACCOUNTS PAYABLE DISBURSEMENTS).
10. International students **cannot work** until they have **completed all** of the following information:
 - a. MUST have a Social Security Number.
 - b. Completed and submitted the FOREIGN NATIONAL INFORMATION FORM (PAGE 1 & 2).The above information must be processed through the Financial Aid office before the international student will be entered into the Banner system. Direct deposit is required for student payroll (see DIRECT DEPOSIT AUTHORIZATION FORM - PAYROLL/ACCOUNTS PAYABLE DISBURSEMENTS).
11. If a student is given a stipend job they do NOT have to enter time and supervisors will NOT have to approve time. Please note, stipends are requested via the STUDENT EMPLOYMENT APPLICATION form and submitted to financial aid for processing.
12. Each department primary supervisor should have a backup (proxy) for student approval. If you (or your proxy) will not be able to approve student time because of an emergency, please contact Theresa Bakula or Tammy Wisz.
13. If a new person will start entering time, departments must contact Theresa Bakula for timekeeper access.

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