**Student Payroll Information**

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**STUDENT HIRING PROCESS**

The hiring department sends a brief description to Career Management Center including the following: Type of student work (regular or work-study), brief job description, preferred work hours or number of hours per week. Student employment will be posted on the Employment Opportunities page under Open Positions.

Applications for students hired should be kept in the hiring department until employment ends. At that time, send the application to Human Resources (HR) to be kept in the employees’ permanent records. The applications are confidential and should not be left unattended or distributed off campus.

**STUDENT PAYROLL FUNDING**

Hiring department is responsible for maintaining fiscal year work study and/or regular wage budget. There are two types of student payroll funding:

Work Study Source: federal funds allotted to SE; departmental budget determined by Director of Student Financial Aid.

* SE Expense Code: 511162
* Students are awarded by the Financial Aid office based on their total student financial aid package.
* Student awards may be adjusted due to other financial assistance received.
* Only the Financial Aid office may increase/decrease a student’s work study award. The hiring department may elect to allot a smaller portion of the department’s work study award to the student. (*For example, a student was awarded a semester amount of $2,000. Hiring department has allotted $800 of the department budget to pay the student.)*
* It is the responsibility of the department to monitor student work award balances. Payroll cannot be processed for students with insufficient balances.

Regular Work Source: departmental funds; departmental budgets determined during annual university budgeting process.

* SE Expense Code: 511161
* All students are eligible to earn regular work.
* If student has been awarded work study and department wants to pay as regular, student needs to decline work study award.
* The hiring department determines the student’s semester award based on the department’s fiscal year budget.
* It is the responsibility of the department to monitor student work award balances. Payroll cannot be processed for students with insufficient balances.

**WORK AUTHORIZATION PROCESS**

Hiring department completes Work Certification form.

New Student Employees (have not previously worked for SE)

1. Record the student ID and full name as it appears on the Social Security card.
2. Check box “New student employee’s 1st day of work” and record hire date.
3. Check off each item to verify the student has the required items for payroll sign up: Driver’s license, original social security card, and documents for automatic deposit (Check off if student is an International student. Non-Resident employees must have the three items listed above AS WELL AS the FOLLOWING: US Visa, I-94, Foreign Passport, and I-20).  
   *Do not send the student to HR until you have verified the student has all three required items.*
4. Record specific Student Position Job Duties.
5. Record Department Name.
6. Department determines if student has been awarded work study award.
7. Record complete account number to pay student from.
8. Record hourly rate, will always be the federal minimum wage, $7.25 unless student worker is a tutor, or a Skilled Student Wage Increase form has been completed.
9. Student Work Award – Students are awarded by semester: Fall, Spring, Summer  
   Department fiscal year budgets are July through June  
   Work Study – Instruct student to take form to Financial Aid Office for work study award verification then to HR, along with required documentation as directed above.  
   Regular Work – Complete box by recording year and semester work award.
10. The student employee and supervisor will sign and date. By signing you agree with the acknowledgement statement found on the Work Certification Form. Instruct student to bring form to HR, along with required documentation as directed above.
11. HR will review work certification form for proper completion and examine required documentation.

If form is properly completed and required documentation is satisfactory, student will then complete the new hire payroll sign up.  HR will sign/date the work certification form and give student a copy to present to hiring department.

If form is not properly completed or required documentation is unsatisfactory, HR will instruct the student to return to hiring department to reconcile issues.

Do not allow a student to work unless you have been presented a signed copy of the work certification form stating “All required items presented, and payroll sign up is complete. Student authorized to begin work as of date signed by HR.”

Returning Student Employees (have previously worked for SE within last two semesters)

1. Record the student ID and full name as it appears on the Social Security card.
2. Check box “Student returning to work for SE”.  
   Skip “New student employee’s 1st day of work” area.
3. Record specific Student Position Job Duties.
4. Record Department Name.
5. Department determines if student has been awarded work study award.
6. Record complete account number to pay student from.
7. Record hourly rate, will always be will always be the federal minimum wage, $7.25 unless student worker is a tutor, or a Skilled Student Wage Increase form has been completed.
8. Student Work Award – Students are awarded by semester: Fall, Spring, Summer  
   Department fiscal year budgets are July through June  
   Work Study – Instruct student to take form to Financial Aid office for work study award verification then to HR, along with required documentation as directed above.  
   Regular Work – Complete box by recording year and semester work award.  Instruct student to bring form to HR, along with required documentation as directed above.
9. HR will review the work certification form for proper completion. Student will need to notify HR if s/he has:
   1. New address/telephone number
   2. Has changed banking institutions/has new account, routing number s/he will need to provide HR with official bank documentation for direct deposit to be updated.  
      *(for example: voided check, letter from bank)*

If form is properly completed and required documentation is satisfactory, student will then complete the new hire payroll sign up.  HR will sign/date the work certification form and give student a copy to present to hiring department.

If form is not properly completed or required documentation is unsatisfactory, HR will instruct the student to return to hiring department to reconcile issues.

Do not allow a student to work unless you have been presented a signed copy of the work certification form stating “All required items presented, and payroll sign up is complete. Student authorized to begin work as of date signed by HR.”

**STUDENT TIMESHEETS**

Timesheets will be completed through Colleague Self Service using the Time Entry menu.

Students may not work more than 29 hours during a work week.  University policy recommends that students work no more than 20 hours per week.  Foreign national students are strictly allowed no more than 20 hours per week (during Fall & Spring semesters) per federal regulation.

Students are to record time worked on the student timesheet daily using clock time:

* Key in clock hour, one space, and AM or PM.  
  Example:  8:00 AM or 8:00 am; NOT 8:00AM or 8:00 A.M. The hours worked will not compute without the space.
* Report time in quarter hour increments only
* Per the Fair Labor Standards Act, employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time.
  + - Example:  Enter 10:52 AM as 10:45 AM
    - Enter 10:53 AM as 11:00 AM

Timesheets should be submitted through Self Service weekly to their supervisor.

**TIMESHEET DUE DATES**

Refer to the SE Fiscal Year Payroll Schedule for specific deadlines, Self Service Time Entry/Time Approval will also display the due dates. Timesheets must be submitted by students no later than 10:00 am on the date they are due. Supervisors must have all approvals completed no later than 2:00 pm on the date they are due. Colleague Self-Service will not allow time entry or submission after the deadline.

**DISBURSEMENT OF PAYROLL**

Student employee payroll is direct deposited on 27th day of the month, or prior Friday, if 27th falls on weekend.

Student payroll advices may be retrieved by logging into Colleague Self Service and selecting “Earning Statement” from the “Employment” tab.

If a student questions the pay received, direct the student to review their Earning Statement in Self Service before contacting HR.