**Student Payroll Information**

**DEFINITION OF STUDENT EMPLOYEE**

Generally, a student employee is a student (undergraduate or graduate), whose primary relationship with the institution is educational, and the student’s working relationship has been obtained as a result of or in conjunction with their studies.

In order for a student to be classified as a student employee, they must be enrolled in courses for the semester in which they intend to work. During the summer semester students are required to be enrolled in order to work. If the university does not offer any courses that are productive towards the student degree plan than they must be enrolled for the next Fall semester.

**STUDENT HIRING PROCESS**

The hiring department will work with Career Services (formerly titled Career Management Center) to post open positions and view student employee applications.

Applications for students hired should be kept in the hiring department until employment ends. 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.
* 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.

**WORK AUTHORIZATION PROCESS**

Hiring department completes Work Certification form.

New Student Employees (has 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 new student employee has the required items for payroll sign up: Driver’s license, original signed social security card, and documents for automatic deposit

* Non-Resident Employees must have the three items listed above in addition the following documents: US Visa, I-94, Foreign Passport, and I-20).

Do not send the new student employee to HR until you have verified the student has all three required items. You **must** verify that you have seen all original documents in hand before sending the student employee to complete paperwork. Do not check off the items listed above unless you have physically verified the documents are in the new employee’s hand prior to coming to HR.

1. Record Student Position Job Duties. This should be a detailed description of work to be performed, using phrases such as “Clerical Duties” and “Tutor” are not descriptive enough. Please include specific details to support those phrases.

**Examples:**

* 1. *Clerical duties including but not limited to answering the phone, data entry, collecting mail, distributing forms, review documents, run errands on campus, and assist faculty/staff with other duties as needed.*
  2. *Tutoring duties including but not limited to scheduling tutoring sessions, reviews classroom assignments, assists students with homework, papers, test preparation and/or other academic tasks, monitors student progress, and makes referrals to other campus resources as needed.*

1. Record Department Name.
2. Department determines if student has been awarded work study award and complete account number to pay student from.
3. Record hourly rate, this will be the SE minimum wage of $10.00 unless student employee has an approved Student Wage Increase form.
4. Work Study or Regular Work – Check the appropriate box
5. Signature Box: The student employee and supervisor will sign and date. By signing you agree with the acknowledgement statement found on the Work Certification Form.
6. New student employee will take the form to Financial Aid for verification before bringing the form to the HR office.
7. After Financial Aid review, the form will need to go to HR who 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 or missing, 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 Student Position Job Duties. This should be a detailed description of work to be performed, using phrases such as “Clerical Duties” and “Tutor” are not descriptive enough. Please include specific details to support those phrases.

**Examples:**

* 1. *Clerical duties including but not limited to answering the phone, data entry, collecting mail, distributing forms, review documents, run errands on campus, and assist faculty/staff with other duties as needed.*
  2. *Tutoring duties including but not limited to scheduling tutoring sessions, reviews classroom assignments, assists students with homework, papers, test preparation and/or other academic tasks, monitors student progress, and makes referrals to other campus resources as needed.*

1. Record Department Name.
2. Department determines if student has been awarded work study award and complete account number to pay student from.
3. Record hourly rate, this will be the SE minimum wage of $10.00 unless student employee has an approved Student Wage Increase form.
4. Work Study or Regular Work – Check the appropriate box
5. Signature Box: The student employee and supervisor will sign and date. By signing you agree with the acknowledgement statement found on the Work Certification Form.
6. Instruct student to bring form to HR, along with required documentation as directed above.
7. 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.”

**WORK HOUR LIMITS**

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 (when class is in session, excluding the summer semesters) per federal regulation.

Student employment is intended to support students while pursuing their education and is not intended to be their primary role with the university. A student who averages 30 or more hours per week during a lookback period will become eligible for employer-sponsored health insurance under the Employer Mandate for the Affordable Care Act (ACA). The work hour limits set by the university are designed to keep the university from having to provide ACA health coverage to student employees, who are not intended to be benefits eligible positions.

**STUDENT TIME ENTRY**

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

Student employees 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 actual time worked. Example: 8:02 AM, do not round hours

Student employees should submit their timesheets through Self Service weekly to their supervisor.

It is the supervisor’s responsibility to validate and account for the hours worked for each pay period for each student employee. The supervisor should review the timesheets for the following:

* Ensure the student did not work during schedule class hours
* Ensure the hours indicated on the timesheet reflect the actual hours worked (this may not always reflect actual scheduled hours)
* Ensure the student did not work over the work hour limit that applies. (In some instances, HR can approve employees to work over their work hour limit. Request for approval of working over the work hour limit should be sent to HR in writing prior to the work occurring. The written request must specify the time period in which the work would occur, the schedule for the employee for that time period, and a detailed description of why the employee needs to work over the limit. HR will then evaluate the eligibility of the employee to work over the work hour limit and respond back to the written request.)
* The supervisor should also monitor the budget for the department as well as for each student employee to ensure that neither have exceeded their budgets.

The supervisor should review and approve timesheets on a weekly basis.

**TIMESHEET DUE DATES**

Refer to the SE Fiscal Year Payroll Schedule for specific deadlines. Self Service will also display the due dates in the Time Entry/Time Approval modules. Colleague Self-Service will not allow time entry or submission after the deadline. Failure to submit timesheets in Self Service by the deadline could result in a missed payment for the employee. Any time missed for payment can be paid through the make up payment process, you would need to request the form via HR.

**DISBURSEMENT OF PAYROLL**

Student employee pay periods are concurrent with hourly employee pay periods, which run from the first day of the month to the last day of the month.

Payroll is deposited on the 12th day of the following month, or prior Friday, if the 12th falls on a weekend. (Some exceptions may apply. For example, during Holidays the pay date may vary). Please refer to the SE Fiscal Year Payroll Schedule for a detailed breakdown of pay dates for each month.

Earning Statements for all employees may be retrieved by logging into Colleague Self Service and selecting “Earning Statement” from the “Employment” tab. Earning Statements should be available to view 5 days prior to pay day.

If an employee questions the pay received, direct them to review their Earning Statement in Self Service before contacting HR.

If questions still arise, contact payroll@se.edu.