

Student Payroll Reminders

Revised 8/2/2013

1. Students should complete a new payroll packet if the student has never worked on campus. Supervisors, please complete and sign the Student payroll checklist after obtaining all of the required documentation.
2. Employment Eligibility Verification (Form I-9)
 - The student should complete Section 1 completely.
 - The department supervisor needs to complete Section 2 completely. The document name, number, and expiration date, if applicable, should be written by the supervisor on the I-9 form under the List B and List C headings. A complete list of acceptable documents is on Page 3 of the I-9 form.
 - Copies of documents used from List A, B or C must be attached.
 - Both the student and the supervisor must sign the I-9 form.
3. Students must be enrolled at least half time (6 hours undergraduate and 5 hours for graduate students in the Fall and Spring semesters) to be eligible for work study.
4. Student pay that exceeds \$7.25 per hour must have a justification form from their supervisor on file in the Payroll department. The correct pay rate should be reflected on the timesheet.
5. Students and supervisors must complete the timesheet in INK or by computer; *PENCIL IS NOT PERMITTED!!!!* Strike-through and White outs should be initialed by the employee and the supervisor. Timesheets may be returned to your department if not completed properly!
6. Timesheets should be calculated and totaled; the supervisor must verify the hours worked, a.m./p.m. and totals. *Students MUST NOT WORK during scheduled class times. DO NOT SUBMIT "03" hours on "04" timesheets and vice versa.*
7. The student and the supervisor are required to sign the timesheet before submitting it to the Payroll Office. The supervisor **MAY NOT** sign in absence of the student. Supervisor "print" box information is also required for contact purposes.
8. All "03" timesheets must include the Fund/Org/Program/Account number.
9. Students must provide either their CWID or social security number on the timesheet.
10. The "03" workers are allowed to work in more than one department during the same semester, but cannot work over 20 hours total per week. Separate "03" timesheet request forms are required. Exceptions to the 20-hour work week are made only during the summer if the student is not enrolled in class, and approval has been obtained from the Controller. A copy of the approval must be submitted with the timesheet.

11. The "04" workers are not allowed to work in more than one department during the same semester.

12. If the student is an international student, he or she is required to complete a non-resident alien data form and attach a copy of their I-20, Passport, and Visa.

13. GA's who are NOT enrolled in classes during the summer months, but are working, must be submitted on the "03" student timesheet request form, and exceptions to the 20 hours per week must be submitted to the Controller. *Do not submit on the casual wage packet.*

14. Good internal control practices dictate that the supervisors turn in the student timesheets. Once the student has signed their timesheet and turned it over to the supervisor for review and approval, they should no longer have any access to the timesheet (i.e. the student bringing it to Grants and Contracts or Payroll for processing).

15. All students being paid out of a Grant or Restricted account must be paid on a payroll voucher. The voucher must be signed by the employee, requesting agent, and approving agent before being submitted to Grants and Contracts for approval.

16. To access the student payroll packet go to www.ulm.edu, Under Faculty and Staff at the top, Click on Controller, Click on Payroll/Student Payroll, and Click on 03/04 College Work Study Packet. Here you will also find the 03/04 request form that needs to be completed for each student each semester.

17. As a supervisor, the student's timesheet should be handled with the utmost importance. Deadlines must be strictly adhered to. Encourage the student to follow up with you as the supervisor as to the status of their paperwork due to the high volume of timesheets that are received and limited days to process.

18. Both the supervisor and the student are responsible for the student employee not exceeding his/her budget for the semester. If the student exceeds his budget, the excess hours worked must be paid from your departmental budget.