

Section V

STUDENT EMPLOYMENT PAYROLL PROCESS

The employing department must record the time a student employee works on a daily basis. A time clock or alternative time recording sheet that documents the student employee's name, student identification number, pay period, daily hours worked and total hours worked each week may be used.

The information on the time records is transferred to either the Student Employment Time Report, the Supplemental Payroll Time Card, or entered on-line into a Time Entry System. Employing departments are responsible for reporting correctly the actual hours worked. Actual hours worked must be reported for the pay-period during which the work was performed. Only hours actually worked by the student employee should be reported.

SUPPLEMENTAL PAYROLL TIME CARD

When a student employee returns to the employing department with a Supplemental Payroll Time Card, it means that the Student Employment Referral will be processed during the bi-weekly pay period. Because of processing time, the student employee's name will (likely) not appear on the Student Employment Time Report. The Supplemental Payroll Time Card is to be used to report the student employee's hours to Central Payroll. Attach this card to the Student Employment Time Report and return to Central Payroll in Miles Hall, Mailcode 6820.

ON-LINE STUDENT EMPLOYMENT TIME ENTRY

Departments who have been selected to enter time for their students into the on-line system have been provided training by Central Payroll. These departments should refer to their AIS training manual for instructions.

STUDENT EMPLOYMENT TIME REPORT

The Student Employment Time Reports are issued on alternate Wednesdays by Central Payroll and are to be returned to Central Payroll by 3:00 pm on the following Monday. A Student Employment Time Report is issued for each budget purpose from which student employees are eligible to be paid.

Example on next page.

206164 SHARON TRAM LOW-ADMINISTRATIVE EXPENSES
Employee Name Assem. ID Hourly Rate

Pay Period Start Date: 04-FEB-2001 Pay Period End Date: 17-FEB-2001

Non Com	Non Com	Com Ser	Com Ser	Ann Ed	Ann Ed	Ann Cts	Ann Cts	Ph Lit	Ph Lit	Act 1	Act 2
WCL	WCL	WCL	WCL	WCL	WCL	WCL	WCL	WCL	WCL	WCL	WCL

I hereby certify that the above time recorded is correct for this budget purpose and unless noted otherwise all work has been performed in a satisfactory manner.
I also certify that all hours reported as Community Service, America Reads, America Counts, and Family Literacy meet the service definition and the position has been approved for funding.

Fiscal Officer Signature: _____ Date: _____

COMPLETING THE STUDENT EMPLOYMENT TIME REPORT:

Authorized student employees are listed on the Student Employment Time Report in alphabetical order.

- Assign ID is the student employee's assignment number.
- Hourly Rate is the hourly rate of pay that the student employee will be paid for time turned in on that budget purpose for that specific bi-weekly period.
- Calculate the number of non-Community Service hours worked to the nearest tenth (e.g., 13.6) for the first week during the given pay period and enter this number in the "NON COM WK 1" column. If no hours were worked, enter "0".
- Calculate the number of non-Community Service hours worked to the nearest tenth (e.g., 17.2) for the second week during the given pay period and enter this number in the "NON COM WK 2" column. If no hours were worked, enter "0".
- Calculate the number of Community Service hours worked to the nearest tenth (e.g., 13.6) for the first week during the given pay period and enter this number in the "COM SER WK 1" column. If no hours were worked, enter "0". ***
- Calculate the number of Community Service hours worked to the nearest tenth (e.g., 17.2) for the second week during the given pay period and enter this number in the "COM SER WK 2" column. If no hours were worked, enter "0". ***
- Calculate the number of America Reads hours worked to the nearest tenth (e.g., 13.6) for the first week during the given pay period and enter this number in the "AM RD WK 1" column. If no hours were worked, enter "0". ***
- Calculate the number of America Reads hours worked to the nearest tenth (e.g., 17.2) for the second week during the given pay period and enter this number in the "AM RD WK 2" column. If no hours were worked, enter "0". ***
- Calculate the number of America Counts hours worked to the nearest tenth (e.g., 13.6) for the first week during the given pay period and enter this number in the "AM CTS WK 1" column. If no hours were worked, enter "0". ***
- Calculate the number of America Counts hours worked to the nearest tenth (e.g., 17.2) for the second week during the given pay period and enter this number in the "AM CTS WK 2" column. If no hours were worked, enter "0". ***
- Calculate the number of Family Literacy hours worked to the nearest tenth (e.g., 13.6) for the first week during the given pay period and enter this number in the "FM LIT WK 1" column. If no hours were worked, enter "0".

- Calculate the number of Family Literacy hours worked to the nearest tenth (e.g., 17.2 for the second week during the given pay period and enter this number in the "FM LIT WK 2" column. If no hours were worked, enter "0".
- ***
- Act 1 is the Departmental Activity 1 which will be charged for the hours worked.
 - Act 2 is the Departmental Activity 2 which will be charged for the hours worked.
 - The fiscal officer or approved designate must sign to approve the payroll (if the designate signs, initials are not acceptable, full signature is required).
 - Enter the date of signature.
 - Make a copy for departmental records.
 - Return the original Student Employment Time Report along with any Supplemental Payroll Time Cards to Central Payroll by noon on the Tuesday following the end of the given pay period. If you have questions regarding the reporting of hours on the Student Employment Time Report, contact Financial Aid Student Employment Services at 453-4620 or 453-4629.

A copy of the Student Employment Time Report along with the Time Recording Sheets must be kept on record for three years by the employing department. The original copy of the Student Employment Time Report is returned to Central Payroll.

If any of the information on the Student Employment Time Transmittal appears incorrect, please contact Financial Aid Student Employment Services at 453-4620 or 453-4629.

*** *Departments must have an approved Community Service job description on file in Financial Aid to submit Community Service hours. Only those student employees who have been identified as performing Community Service or Community Service Tutoring will have unblocked spaces on the Student Employment Time Report to turn in Community Service, America Reads, America Counts or Family Literacy hours.*

Reporting Unpaid Hours

Do not report hours that were worked in a prior pay period on the Student Employment Time Report.

- **If you have previous unpaid hours that have not been turned in to Central Payroll, do not include these on the Student Employment Time Report. Any time worked for which the student employee was not paid, due to error, must be submitted to Financial Aid Student Employment Services by completing the Student Employment Unpaid Hours Electronic Form (E-**

Form.) Failure to utilize the Student Employment Unpaid Hours E-Form may result in the student employee exceeding the maximum hours authorized to work and may result in the student employee being terminated. In addition, if the student employee is working in multiple departments, either your department or another department, may be charged overtime wages.

Do not report hours that were not worked on the Student Employment Time Report.

Do not manually add a student to the Student Employment Time Report.

- **If a student employee has worked hours but does not appear on the Student Employment Time Report, or does not have a Supplemental Payroll Time Card, please contact Financial Aid Student Employment Services at 453-4620 or 453-4629.**

STUDENT EMPLOYMENT PAYROLL CERTIFICATION:

The Student Employment Payroll Certifications are mailed to the fiscal officers by Financial Aid Student Employment Services after each payroll has run.

Student employees are listed alphabetically by budget purpose on the Student Employment Payroll Certification.

Example on next page.

n V - STUDENT EMPLOYMENT PAYROLL PROCESS

Employer Name	Hourly Rate	Reg	FMS Int/ Match	CS	American Reads	Family Literacy	American Courts	Other Total	Soc Sec/ Medicare	Eligibility	Summer	Type	Hrs	Type	Hrs
Joe Student	6.70	R	33.2	0.00	166.82	0.00	0.00	0.00	222.44	0.00	364.04 Y	0.00	0	12	0
Sally Student	6.50	R	16.3	26.80	59.36	0.00	0.00	0.00	105.95	0.00	0.00 Y	0.00	0	16	0
Bob Student	6.50	R	47.1	306.15	19.79	0.00	0.00	0.00	306.15	0.00	0.00 X	0.00	0	13	0
Sarah Student	6.70	R	17.5	117.25	0.00	0.00	0.00	0.00	117.25	0.00	0.00 N	0.00	0	16	0
John Student	6.70	R	57.6	385.92	0.00	0.00	0.00	0.00	385.92	0.00	0.00 N	0.00	0	16	0
Jill Student	6.50	R	17.4	0.00	84.81	0.00	0.00	0.00	113.10	0.00	3699.05 Y	0.00	0	15	0
Dept Activity Total by Pay Type	R		1702.89	1788.39	596.26	0.00	0.00	0.00	4087.53	0.00	0.00				
Dept Activity Total			1702.88	1788.39	596.26	0.00	0.00	0.00	4087.53	0.00	0.00				
Budget Purpose Total			1702.88	1788.39	596.26	0.00	0.00	0.00	4087.53	0.00	0.00				
Resource # 3106 FMS Non-Community Service Budget \$15,716.74															

Please carefully monitor the remaining Federal Work-Study award for your students. Students meet either stop working or they will automatically be converted to regular work when their work award limit is reached.

Students who are not enrolled for the appropriate number of credit hours are not allowed to be employed in the Student Employment program. Any student who is not enrolled for the minimum enrollment requirements must be terminated immediately unless they qualify and apply for an exception.

I certify the above listed employees are the amount indicated, that it is a proper charge to this account, and that the distribution of effort is appropriate. I also certify that all earnings recorded as Non-Community Service, Community Service, American Reads, Family Literacy and American Courts is for work that meets the FMS definition and that position has been approved for funding.

Fiscal Officer/Deputy Signature: Director of Financial Aid

Excel Year: 06
 Budget Purpose #: 272100
 Budget Purpose Name: FINANCIAL AID OFFICE
 Southern Illinois University Carbondale
 Payroll Certification
 SUNDAY/STUDENT BI-weekly Student
 10/23/2005 / 11/05/2005 / 11/18/2005
 FROM: SUNDAY FINANCIAL AID OFFICE: 4702
 TO: WHEELER, BILLIE J
 FINANCIAL AID OFFICE-C: 4702
 Page: 2 of 2
 Date/Time: 11/15/2005 08:55

Interpreting the Student Employment Payroll Certification:

EMPLOYEE NAME	The name of the student employee.
HOURLY RATE	The hourly wage rate of the student employee.
PAY TYPE	R = Regular Pay V = Reversal of a Prior Pay Q = Quick Pay A = Retroactive Account Adjustment
TOTAL HOURS	Total hours submitted for the student for the budget purpose, department activity 1 and department activity 2
REGULAR WAGES	Total amount to be charged to regular wages
NON-CS FWS	Total amount to be charged to the FWS fund for Non-Community Service wages.
NON-CS INST MATCH	Total amount to be charged to Non-Community Service Institutional Match.
CS FWS	Total amount to be charged to the FWS fund for Community Service wages.
CS INST MATCH	Total amount to be charged to Community Service Institutional Match.
AR FWS	Total amount to be charged to the FWS fund for America Reads.
AR INST MATCH	Total amount to be charged to America Reads Institutional Match.
FL FWS	Total amount to be charged to the FWS fund for Family Literacy
FL INST MATCH	Total amount to be charged to Family Literacy Institutional Match.
AC FWS	Total amount to be charged to the FWS fund for America Counts.
AC INST MATCH	Total amount to be charged to America Counts Institutional Match.

OTHER WAGES	Total amount of non-hourly wages to be charged to regular wages.
TOTAL WAGES	Total amount of all wages.
SOC SEC/MEDICARE	Total amount to be charged to Social Security and Medicare.
FWS AWARD	The students remaining FWS award.
ENROLLMENT TYPE	The students career classification: U = Undergraduate G = Graduate P = Professional
ENROLLMENT HOURS	The student's current hours of enrollment; if the student has withdrawn, the hours will appear as zero. The enrollment information provided on the Certifications should be used to ensure that students who are not enrolled for the appropriate number of hours are not allowed to continue to be employed in the Student Employment Program.

The Department Activity Total and Budget Purpose Total at the bottom of the Student Employment Payroll Certification reflect the amount of Regular Expenditures, Non-Community Service FWS and Institutional Match Expenditures, Community Service FWS and Institutional Match Expenditures, and if applicable, America Reads, America Counts and Family Literacy FWS and Institutional Match Expenditures, charged to the Budget Purpose for the specified pay period.

Remaining FWS Budget is the amount of FWS that is remaining for this budget purpose after this payroll.

The FWS program will not allow any AIS budget purpose to expend Community Service, Non-Community Service, America Reads, America Counts, Family Literacy or FWS dollars if the budget purpose's applicable FWS balance is not large enough to cover the FWS expenditure for a student. If all applicable FWS dollars have been expended, the student employee will be paid 100% from the budget purpose's non-FWS Regular Student Employment funds. If you wish to inquire information about a budget adjustment on non-Community Service FWS, contact your Vice Chancellor area. If you wish to inquire information about a budget adjustment on Community Service FWS, contact the Financial Aid Assistant Director of Fiscal Management and Special Services. The student employee's remaining work award is independent of the balance in the department's budget. A student employee's earnings are recorded for financial aid purposes only as FWS until the FWS award is fully earned.

**STUDENT EMPLOYMENT AUTOMATIC RATE INCREASE
ELEMENT ENTRY REPORT**

The Student Employment Automatic Rate Increase (ARI) Automatic Element Entry Reports are mailed to the fiscal officers by Financial Aid Student Employment Services after each payroll has run, along with the Student Employment Payroll Certifications.

Applicable student employees are listed alphabetically by budget purpose on the Student Employment Automatic Rate Increase Automatic Element Entry Report.

The Automatic Rate Increase (ARI) policy of 10 cents per each 500 hours worked will not change. Students will be paid for the amount they exceed their 500 hour increment during the current payroll period. The student's increase in rate of pay will be effective the first day of the next payroll period. The additional amount earned, due to the excess hours accumulation, will be calculated and applied (and if applicable, pro-rated) to the appropriate AFF's in which hours were submitted for the current payroll period. This compensates student employees during the payroll period in which they exceed their 500 hour increment.

The Student Employment Automatic Rate Increase Element Entry report displays students who received an ARI increase and the amount that will be charged to each budget purpose/departmental activity (10 cents x number of hours worked over the 500 hour increment). ARI amounts are eligible to be paid from FWS funds and are included in the Student Employment Payroll Certifications.

Interpreting the Student Employment Automatic Rate Increase Element Entry Report

Budget Purpose	The budget purpose for the ARI increase amount(s).
Name	The name of the student employee.
Employing Organization	The employing organization of the student employee.
Job Classification	The job classification of the student employee.
Assignment Number	The assignment number of the student employee.
FWS Type	NC = Non-community service CS = Community service AR = America Reads AC = America Counts FL = Family Literacy

Unit The employing organization unit for the ARI increase amount

Activity 1 If applicable, activity code for the ARI increase amount

Activity 2 If applicable, activity code for the ARI increase amount

Amount ARI increase amount for student employee.

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Date/Time: 06-05-2001 11:26 AM

Southern Illinois University CARBONALE
Student Employment Automatic Rate Increase Automatic Element Entry Report
Bi-Weekly Pay Period 02/04/2001 to 02/17/2001

Budget Purpose	Name	Employing Organization	Job Classification	Assignment Number	Pos Type	Unit	Activity 1	Activity 2	Amount
272030	Doe, Daisy Smith, Sunny Williams, Wanda	Financial Aid office-SIDC Financial Aid office-SIDC Financial Aid office-SIDC	Clerical & Offices Related Clerical & Offices Related Clerical & Offices Related	22560 20614 23514	NC NC NC	22301 22301 22301	00000 00000 00000	00000 00000 00000	\$.48 \$.38 \$ 2.30

PAYMENT OF STUDENT EMPLOYEES

- When the student employee returns their Student Employment Referral to either the Financial Aid Service Center or the Nonresident Alien Tax Specialist, they will be given a Student Employment Handbook which includes the date on which they can expect to receive their first paycheck. It will usually take three or four weeks for a student employee to receive their first paycheck. If there are no delays (unsigned Referral, I-9, W-4 tax card, or any other incomplete forms), this date will be accurate. Students are paid on a bi-weekly basis.
- SIUC encourages all student employees to have their earnings processed as Electronic Direct Deposit (EDD). Paychecks authorized for EDD will be transferred to the appropriate financial institution on the scheduled pay day.
- A student has two EDD options:

- 1) A student may choose to have their student pay deposited into a personal checking or savings account at a designated banking institution.

Students choosing this option will need to authorize SIUC to send their Student Pay EDD to their banking institution. They must complete an Authorization for Student Electronic Direct Deposit form. Upon receipt of the form at Financial Aid Service Center, students must present a valid driver's license or student ID for identification. They must also bring a voided check or savings account document to be attached to the EDD form; either of which must provide bank name and personal account number.

- 2) A student may choose to have their student pay deposited to their Saluki Cash Visa Card. The turn around time to establish an account with Illinois National Bank is approximately 3 weeks.
 - a) Students already enrolled in Saluki Cash for deposit of their Bursar Refund only, will need to authorize SIUC to send their Student Pay EDD to their Saluki Cash Card by completing an Authorization for Student Electronic Direct Deposit form.
 - b) Students already enrolled in Saluki Cash for deposit of both Bursar Refund and Student Employee Pay need only certify on the Refusal/Revocation/Current Participant of Student Electronic Direct Deposit form that they have enrolled in Saluki Cash and have activated their card for deposit of their Student Employee Payroll.

- Students, who wish to cancel or change their EDD, must complete the Refusal/Revocation/Current Participant of Student Electronic Direct Deposit (EDD) and/or Saluki Cash Card form.
- The Authorization for Student Electronic Direct Deposit form and Refusal/Revocation/Current Participant of Student Electronic Direct Deposit (EDD) and/or Saluki Cash Card form may be filled out at the Financial Aid Service Center, or they are available online at <http://www.siuc.edu/~fao/forms/StudentEmpl.htm>.
- The Saluki Cash Authorization Form is available at Financial Aid Service Center, the Bursar's Office, or is available online at Salukicash.com.
- Students unable to participate in EDD may pick up their paycheck on the scheduled payday.

- Student employment earnings statements are available on SalukiNet. Students who do not have internet access can request a paper deposit advice/earnings statement be printed and sent to their employing department.
- Students who hold more than one student employment position during a pay period will receive multiple checks or electronic direct deposits on the scheduled payday, one for each position in which time was recorded.