

# Paying Student Employees

The reason many of our student employees are working for the College is for the experience and the sheer joy of working. Alas this document is for those few student employees who are working to get paid. The student contract is only the start of the process that gets money into the hands of our students.

All student jobs on campus are part-time hourly jobs. This means that the College pays a set amount for each hour the student performs services for the College.

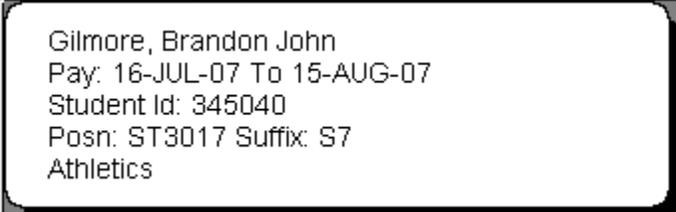
This arrangement is advantageous to the College and the student employee. The College has access to a large pool of intelligent young people to perform duties that it would not otherwise be able to obtain at the times the College most needs the additional help, during the school year. Student employees have the opportunity to earn some money where they are obtaining their education with schedules that meet their needs. In addition during the regular school year the College and the student employee avoid certain employment taxes, which saves money for the College and the student employee.

The following is an outline of the processes for paying students at Western.

## Student Employee Payroll Period

The student employee payroll period is from the 16<sup>th</sup> of each month through the 15<sup>th</sup> of the following month. This period was selected so that it did not conflict with the regular payrolls of the College. The first and last day of the payroll period may occur on any day of the week. Supervisors should always plan ahead to be sure student employees complete their timecards for the month on their last day of work before the 15<sup>th</sup>. This will require you as the student employee's supervisor to begin reminding student employees several days before the end of the payroll period. You, as the supervisor, are the responsible employee and should always help your employees think ahead to ensure that they can complete their timecard for the month in a timely manner.

## Student Employee Timecard



Gilmore, Brandon John  
Pay: 16-JUL-07 To 15-AUG-07  
Student Id: 345040  
Posn: ST3017 Suffix: S7  
Athletics

As soon as a student employee's contract is entered into the system a timecard label is produced. The label is affixed to a blank timecard and sent out to the department the student will be working for. The label will contain the following five elements:

- Student Employee's Full Name
- Payroll Period Covered by the Timecard

- Student ID Number
- Position Number and Suffix (Coding that will determine the accounting to charge the earnings to your department or to the federal or state workstudy program. This is a unique number for your department.)
- Department Name (Includes the words “Federal” or “State” if the student employee’s earnings will be charged to one of the financial aid programs.)

**Students should not begin working until you have received a timecard from the student payroll office.** This is the only way to be assured that the student employee will receive payment for his or her work for you. Each month on or before the 15<sup>th</sup> of the month you will be sent new timecards for your student employees through the intercampus mail.

The student employee timecard is the official time entry document for the College. No other documents should be substituted for this document. All hours the student employee works for the College must be recorded daily on the timecard. **Students should always have access to their timecards** and should not be working until they have recorded the time they begin working on the card and should never leave their job site until they have recorded the time they quit working.

Departments should make every attempt to utilize a time clock to record student employees’ start and end times. If this is not possible, then the student should **clearly** write in their hours as they come and go each day.

On the 15<sup>th</sup> of the month or the last working day of each month the student employee should complete the timecard, review that all hours they worked during the month are clearly and legibly recorded, and sign the timecard. Some supervisors have their student employees calculate their hours per day, hours per week, and total the hours for the month. This does not eliminate your responsibility as the supervisor for rechecking each of the calculations done by the student to verify that they have been done correctly.

### **Supervisor’s Completion of Timecard**

As the supervisor, you should calculate the hours worked per day and week and then record the total hours for the month on the front of the timecard. In addition you should record the hourly rate for the student employee and calculate the amount to be paid for the month. The hourly rate is the amount that you recommended on the student employee’s contract, and you should always have your copy of the contract in front of you when completing this part of the timecard. The total amount to be paid for the month is used as a check figure after the hours have been entered into the College computer system.

The final thing you, as the student employee’s supervisor, must do each month is sign the timecard. This is your certification that the student employee worked the hours on the card and your authorization to expend the College’s funds in the amount you have recorded.

## **Student Employee Payroll Processing**

All timecards are due in the student payroll office by noon on the second or third day following the 15<sup>th</sup> of the month. Depending upon what day of the month the 15<sup>th</sup> occurs it may be necessary to only allow one and a half business days for you to turn in your timecards, but in most months you will be allowed two and one half business days to turn in your timecards.

Depending upon the timing of the student payday, the student payroll office will review each timecard and recheck the total hours recorded on the timecard. If errors are detected correction to the total hours will be made. This does not eliminate your primary responsibility for ensuring the calculations are correct.

Student hours are manually entered into the College's computer system, and then the computer calculates the amount to be paid the student employee. The computer generated amount is then manually compared to the timecard to identify any data entry errors.

The final calculation is made three days before the student payroll to determine the dollars needed to pay all students. The amount is sent to the Colorado State Treasurer's Office and they arrange a transfer of the funds to the College's account with the Bank of the West. This is to ensure that funds are on deposit with the bank on the student employee payday.

## **Student Employee Pay Day**

The student employee pay day is the 25<sup>th</sup> of the month unless the 25<sup>th</sup> falls on a weekend or holiday; if it does, the student employees are paid on the last working day before the 25<sup>th</sup>.

## **Methods of Payment for Student Employees**

Student employees pick up their pay checks at the Cashiers window beginning at 8:30 am on the student pay day.

Direct deposit is an optional service that is offered to student employees. This is not mandatory and should only be entered into if a student can answer positively to the following questions:

- **Do I know what direct deposit is?** If you have had direct deposit before and it has worked well for you, then direct deposit may be right for you. If you have never had direct deposit before and are unsure what it means to have your pay directly deposited to your account, then direct deposit may not be right for you.
- **Do I have a long-term banking relationship with a bank I trust and want to maintain during my years as a student at Western?** If you have had a checking account with a bank you trust for a few years, direct deposit may be right for you. If you have just opened a checking account with a bank, you

may want to wait to sign up for direct deposit until you are sure the bank you have chosen is right for you.

- **Will I be working a lot of hours to pay bills or will I be working a few hours for pocket money?** If you are planning to work as many hours as you can to pay bills such as rent, electrical, and telephone, then direct deposit may be right for you. If you are just working a few hours to have money in your pocket, then direct deposit may not be right for you.

Student employees must complete a direct deposit authorization form to start direct deposit. The authorization form must be accompanied with a check or a direct deposit authorization form printed by their bank. The deadline for these forms is the 1<sup>st</sup> business day of each month.



Student Employee Direct Deposit Authorization

(Form must be submitted by the first working day of the month to be effective for that month's payroll. Forms submitted after the first day of the month, will not be effective until the following month.)

**Instructions:**

1. ACH routing number is the first set of numbers on the bottom of your check, which is nine digits long and identifies your financial institution to the Federal Reserve. **Do not list the routing number from a deposit slip** since it is often an internal-use-only number.
2. Please list your account number exactly, including all beginning zeros, as listed on the bottom of your check; it is the second set of numbers, and may be up to seventeen characters. For deposit to a Credit Union you may need to ask them how to list your account number.
3. All direct deposit authorizations must be in the Student Payroll Office, 208 Taylor Hall, on the first working day of the month you wish deposits to begin.

Name: \_\_\_\_\_ WSC ID #: \_\_\_\_\_

Bank Name \_\_\_\_\_  
Name City State  
ACH/Bank routing # Account #

ATTACH YOUR VOIDED CHECK  
OR  
DIRECT DEPOSIT AUTHORIZATION FORM FROM YOUR BANK  
HERE OR TO THE BACK OF THIS FORM

I hereby authorize Western State College to deposit my net pay directly to my bank account as listed above. Also, I grant Western State College the right to correct any electronic fund transfer resulting from an erroneous overpayment by debiting my account to the extent of the overpayment. I understand I am responsible for notifying the Student Payroll Office, 208 Taylor Hall, of any changes in my bank or banking account number. I understand that in case of any error the College may take up to **15 working days** to correct any errors pertaining to any direct deposit transaction. I understand and agree to pay any and all bank services charges the College may incur from any direct deposit transaction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student employees on direct deposit will not receive a pay stub, but they can see and print a paystub from their WOL account.

## **Earnings Reports (W-2)**

Student employees often assume that they are not taxed on their student employment earnings. This is not the case. Even student employees who have federal or state financial aid workstudy earning are subject to withholding, and their earnings will be submitted to the federal and state government. Your student employees should be made aware that they will receive a W-2 in the mail from the College the following year for any earnings they have for the previous calendar year. Student employees need to keep their permanent address updated at Registration Services so that they will receive this form in a timely manner.

## **Student Employment Status**

Student employees are hired under special rules. Student employees are exempt from the State of Colorado's hiring rules as well as the College's exempt employees hiring rules. Student employees are hired only as temporary hourly employees. Student employees are hired with no benefits. This is to contrast student employment from the other employment statuses the College has.

The college has four distinct employee statuses, faculty, exempt administrative, state classified, and student employees. Each status has its' own employment and benefits rules. An employee of the College cannot be in more than one status at the same time. This is a complication should you have a student employee that you would like to hire into a temporary position in one of the other of the other categories. This is an occurrence that happens from time and you should talk with Human Resources to work out the specifics should you be contemplating hiring a student employee in any position other than a student position.