Student Employment Procedures
for Tier III Accounts
2014 - 2015 Academic Year

In general, payments to students that are employed by the Tier III Account will be processed through the University’s payroll system. University Student Employment and Payroll procedures must be followed.

Refer to the Student Employment website www.studentjobs.uconn.edu and the payroll website www.payroll.uconn.edu for up to date information.

To Advertise for Student Employment:

- Provide the Business Office with Job Profile information such as rate of pay, job description, requirements, number of openings, hours per week, start and end dates.
- Business Office will input new job into Student Employment website for viewing by interested applicants.
- After position is filled, notify Business Office to remove job posting from website.

STUDENT PAYROLL AUTHORIZATIONS

New Hires

- Complete a Student Payroll Authorization and obtain appropriate signatures. Forward the completed Payroll Authorization to the Student Activities Business Office. This information will be entered into the student employment system. Be sure to indicate in the upper left corner whether work-study or student labor.

- A photocopy of the employment authorization will be returned to you to maintain in your student employee's files. The student employee number, date processed and I-9 status will be indicated in the appropriate areas.

- After the authorization is processed, it is the student employee’s responsibility to go to the Student Employment Office in Wilbur Cross. They will be required to show a current passport or a social security card and photo ID. The student will also need to complete their I-9, W-4 and CT W-4 tax forms. Advise the student they cannot work until they have completed the necessary paperwork and Student Employment has released them in the payroll system. Once the student has been released and eligible to work, you will be notified. If a student is UNDER 18, a Statement of Age form also must be completed at the Student Employment Office.

- International student hours can not exceed 20 hours per week during the academic year. This includes all assistantships and jobs in various departments. See the Student Employment site for more details. https://studentjobs.uconn.edu

- The cut-off time for entering new hires into the payroll system is Monday, 12 noon of the pay week which requires that they be received by the SABO office by the end of the day the previous Friday to allow time for entry. Deadline for students to go to Student Employment to fill out their paperwork is Monday on the pay week. If the deadline is met, the student will have a time card for the next payroll cycle.

Rehires

- Complete a Student Payroll Authorization and obtain appropriate signatures. Forward the completed form to the Student Activities Business Office. This information will be entered into the student employment system. Be sure to indicate in the upper left corner work-study or student labor.

- A photocopy of the employment authorization will be returned to you to maintain in your student employee's files. The student employee number, date processed and I-9 status will be indicated. If their I-9 has expired you will be notified. Unless the student wishes to change their tax deductions, the forms on file will be used.

- The cut-off time for entering rehires into the payroll system is Monday, noon of the pay week. Barring any problems the student should have a time card for the next period cycle.

Work Study Balances
• It is the responsibility of the Tier III Account hiring work-study students to maintain the "Work Study Balance Tracking Form". The Business Office will provide this form. We are federally mandated to keep this document accurate. In the event of an audit, this document will be required. You may wish to create an excel spreadsheet and allow the computer to keep your records updated. The remaining balance for each student must appear on their current timesheet so they are aware of their balance.

TIME SHEETS

Bi-Weekly Sheets
• The students' name, employee number and organization they work for must be on all time sheets. The student and supervisor must sign all sheets. Unsigned sheets cannot be entered. If a student does not work within the two-week cycle a sheet indicating 0 hours should be submitted. Once the student is in the payroll system, each pay period must be accounted for. If the student is on Work-Study write in their award amount on the time sheet. Calculate wages earned and be sure the remaining balance amount is carried forward on the next time sheet. Your balances will be checked with student payroll balances.

• Submit the student timesheets in alphabetical order. Attach one calculator tape indicating the total number hours submitted by your office. All the hours entered for the student payroll must verify to the computer generated payroll report certification. It is critical that the total hours submitted are accurate.

• Student time cards must be submitted to the Student Activities Business Office (SU 314) no later than 10 am each payday (generally every other Thursday). Student timesheets remain the responsibility of the supervisor who should monitor the hours worked and submit a corrected timesheet if necessary. Corrected timesheets must be turned in by Friday noon following the end of the pay period.

Payroll Spreadsheet
• A payroll spreadsheet must be attached with the time sheets every pay period. This will be used to verify all the timecards submitted.

• The spreadsheet should include name, job title, employee number, rate of pay, total hours worked per pay period, gross pay, pay period ending date, and total of all hours submitted on all time sheets. The spreadsheet should be signed by the supervisor as well.

Back Pay Period Time Sheets
• The payroll system automatically deletes any pay period over three cycles old. Students should turn their time sheets in bi-weekly to avoid back pay periods being deleted from the system.

CHECK DISTRIBUTION
• Checks will be sorted and distributed from the Student Activities Business Office at 3 pm on pay weeks. Encourage the student to use direct deposit to eliminate stress of a lost check.

MISCELLANEOUS
• All payroll related forms may be obtained at http://financialaid.uconn.edu/StuEmp:Forms. Student Employment's web page is https://studentjobs.uconn.edu for a reference.

• If a student wishes to split their Work-Study Award money between two departments, the student must go to Student Employment and complete the dual form.

• Paycheck will be sent to the primary employing department, which is the department that hired the student first.

• If a pay check is lost then the student must go to Payroll (Budds Building, 3rd floor) to stop payment.