

Student Employee Payroll Procedures

Student Payroll Office Location: CB 116 Business Office

<http://www.southwestern.edu/businessoffice/>

Contact: Diana Taylor

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Be sure all paper work is completed and turned in before you begin to work.
Call or email if you have any questions about the student employee payroll procedures.

Check with Financial Aid Office CB 20 863-1259 (Unless you have already been notified as to your work study eligibility.)

If you are allowed work study hours you need to:

1. Apply for job with department supervisors.
2. You will need to provide supervisors with information. Supervisors will need to complete the Student Employee Hire List to be turned in to the Business Office/Student Payroll Office
3. Student workers must fill out the I9 and W4 forms located in Business Office/Student Payroll CB 116 863-1931 (You will need to provide a copy of your Social Security Card and an ID. Your name and social security number on your card must match with what is on our computer system.)
4. Please follow procedures for student payroll, and turn in your time sheet on time, -or there may be a delay in processing your time sheets or receiving your check.
5. All forms, information, and the payroll calendar are listed on the S.U. Business Office website.

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Blank time sheets are located on the wall bin in the Cullen Bldg. by the Cashiers Office and also online.

1. Time sheets are to be turned in on time, before 10:00 am on the Monday following the period ending date. If Monday is a holiday, then time sheets will be due before 10:00 am on the Tuesday following the period ending date. If you do not work on the weekend turn your time sheet in on Friday. **Earlier is always better.** A bin for time sheets is located on the wall by the Cashiers Office. Contact your supervisor as to their procedure for turning in time sheets. All late or incomplete time sheets will be processed in the following payroll period.
2. To be paid your time sheets must be filled out **completely** and signed by the student and their supervisor.
3. All fields must be completed on the student time sheet or your time sheet will not be processed on time.
4. Hours must be rounded to the nearest quarter hour (talk to your supervisor)
5. Hours must be in decimal form totaled in 100 percent notation. (Example: 2 hrs 45 min. = 2.75)
6. You must document exact times worked and time sheet must be totaled daily, weekly and biweekly.
7. Use legal name (first and last) as listed on our SU computers. **No nicknames** unless legal name is also noted.
8. Be sure to use your Student ID number, dates worked, and the department & account you are paid from.
9. Time sheets must be turned in on time or they will be processed in the following pay period.
10. Failure to follow all Student Employee Payroll Procedures may cause delays with your payroll.

Checks are to be picked up at S.U. Post Office Boxes after 10:00 am on the Friday following the period ending dates.

1. Student payroll checks will be delivered to your S.U. Box during the Academic year. Please notify the Student Payroll office if you happen to need your check mailed.
2. If you need your check mailed to you during the summer, or at the end of the semester, you must notify the Student Payroll Office where to send your check. The S.U. Post Office **will not** forward your payroll checks. The S.U. Post Office will return all checks to the Student Payroll Office, and Student Payroll will forward your check to the permanent home address as listed on our computer system; but to avoid delays in receiving your check, please follow the mailing procedures.
3. If you are staying on campus during the summer terms you must notify the S.U. Post Office that you will be receiving student payroll checks in your box during the summer.
4. If a check is lost or stolen, notify the student payroll office immediately.