

Student Payroll

Student payroll is a month behind, example September hours worked are paid in October, October hours worked are paid in November etc...

In Banner Self Service SM is the payroll identification code for the Student Payroll.

***For those with both student and biweekly employees please check your payroll identification codes along with the pay period begin and end dates. That is the easiest way to identify the payroll to be approved.**

PROCESSES

1. No time entered into Banner Self Service

1. Student must send email to approver/supervisor with each worked day with times in & out and total hours for the day.

***DO NOT ADD TIME TO ANOTHER PAY PERIOD**

- a. Example 10/1/08 9 a – 10a 1 hour
2. Supervisor/approver then forwards email to Payroll.
 - a. Students will NOT be paid for those hours until the next student pay date, example October hours to be paid November won't be paid until December

***NO EXCEPTIONS**

3. Deadline to receive email information is by the 10th of the month the student should have been paid.
 - a. Example student is to be paid for October time in November student didn't enter time, due date for email verification is November 10th, November time paid December due date will be December 10th. Remember students will NOT be paid until the next month.

2. Time Entered but student didn't submit for Approval

1. Student's time record is IN PROGRESS
2. Supervisor/Approver clicks on student name
 - a. This can only be done the 2nd day of the month pay is to be received.
***Banner Self Service identifies the pay period begin and end dates.**
- 3 Supervisor/Approver clicks on "Submit Button"
4. Supervisor/Approver determines if the time card is correct.
 - a. If correction is necessary, Supervisor/Approver clicks on "Change Time Record"
 - b. Records comments in Self Service for auditing and recorded keeping.
 - c. Notifies student of changes.
 - i. This can only be done after time card is **submitted** by the approver/supervisor and before the final **approval**.
5. Supervisor/Approver then clicks approve.

3. Supervisor/Approver approves incorrect time record

1. Supervisor/Approver notifies payroll and student via email with date and time that is to be corrected and reason for error.
 - a. Example 10/1/08 9a -10a – 1 hour (Stating please add or please remove)
 - b. Deadline for corrections is approval deadline.

***SEE STUDENT CALENDAR**

4. Time entered on wrong position and/or no time should have been recorded

1. Supervisor/Approver contacts student
2. Student should manually record time as the next step removes all time previously entered.
3. Student then clicks restart button
4. Student selects correct position and re-enters time or leaves time record with no hours

Steps above must be done before submitted deadline. If done after deadline, Supervisor/Approver notifies Payroll via email with specific details for correction to be made. Deadline for this information to be received by 4:30 pm the 5th of every month.

5. Student working before/after dates available in Banner

1. Supervisor/Approver notifies HR of correction
2. Supervisor/Approver notifies student correction made
3. Student manually records time entered as the next step removes time previously Entered.
4. Student clicks on restart button
5. Student re-enters time

Steps above must be done before submitted deadline. If done after deadline, Supervisor/Approver notifies Payroll via email with specific details for correction to be made. Deadline for this information to be received is 4:30 pm the 5th of every month.

6. Student submits time record before all time is entered

1. Supervisor/Approver clicks return for correction
 - a. Remember the student can only make changes from the beginning pay period to the submit date deadline, otherwise the supervisor/approver is responsible for making corrections then approving.

***DO NOT RETURN AFTER THE PAY PERIOD HAS ENDED**

2. Supervisor notifies student that time record is returned
3. Student continues to enter time until submit deadline

7. Student doesn't make corrections or submit time record that was returned for correction

1. Supervisor/Approver contacts Payroll and student via email, stating the applicable changes to be made
2. Payroll submits time record
3. Supervisor/Approver clicks change time/restart makes necessary adjustments
4. Supervisor/Approver clicks on approve

DEADLINES

Students have until 4:30 pm the 1st of every month to start and submit time record. It is strongly suggested that time is entered each shift student works. This ensures accurate and efficient record keeping.

Approvers/Supervisor approval deadline is by 4:30 pm the 5th of month pay is to be received. Please refer to Student Pay Calendar for those dates as these dates vary due to holidays and weekends.