

Recordkeeping for Student Payroll



Mandatory Records

Department Responsibility:

- Make sure that student and supervisor have signed the student's timesheet.
- Do not report hours on the Payroll Preparation Report (PPR) unless you have a timesheet **signed by student and supervisor.**
- PPRs and timesheets must be retained in your office for 5 years.
- If audited, you must be able to provide the signed timesheet for documentation.

Mandatory Records

Payroll Office

- Maintain files of PPRs turned in by department.
- Provide copy of PPRs to auditors in case of audit. It is the department's responsibility to provide timesheets as back up for hours reported on the PPR.

Hours for Student Workers

Regular campus and work study students should be working 19 hours or less per week.

The 19 hour limit has not been strictly enforced over the past few years; however, we will begin next semester monitoring hours reported and providing reports to administration.

Hours for Non-Teaching Graduate Assistants

Changes in the Fair Labor Standards Act (FLSA) several years ago mandated that GANTs be paid only for the hours they work rather than a monthly rate.

Information on the PPR

Normally sent out each biweekly pay date.

Read cover page carefully! The information on this page changes.

- Rate of pay for GANTs (changes each semester)
- Total # of hours allowed for semester (changes each semester)
- Maximum hours that should be reported for pay period (guideline only)
- Pay period
- Pay date
- Deadline for turning in hours

GANT Time Reporting

- Make sure you have a signed timesheet for the actual hours worked.
- Maximum # of hours does not mean this is the number of hours you should pay a GANT. Only report the number of hours they actually work.
- The rate of pay changes each semester. We pay a semester rate; therefore, we calculate the hourly rate by dividing the semester rate by the number of hours a GANT would work if they worked 4 hours per day. Holidays are not included in the number of hours calculation. If a student works when the University is closed, you will have to adjust their hours later to avoid over-payment for the semester.

Information for PPR

It is important to provide correct information!

- Social security number (payroll system will assign the UIN#)
- Correct spelling of name
- Rate of pay
- Correct account number

If Student Does Not Have SS#...

- International students may not have an SSN. They must apply for a SSN to continue working for the University.
- Do not hold hours for these students.
- Report the hours worked on PPR.
- A temp number will be assigned by HR.
- Student needs to provide HR with a copy of their social security card as soon as possible. It takes approximately 2 weeks to receive a card after applying.

Terminating a Student from the PPR

- Place a “**T**” where the hours should be reported
- Please **DO NOT** scratch through name, pin number and account number etc.

BW1 or BW2 Forms

- Paperwork is due on same day as PPRs.
- Turn paper work in on time to assure payment on schedule.
- It is important to have all information filled in on these forms.

Student Payroll Calendar

- Calendar is available on payroll web-site
- <http://www.tamu-commerce.edu/payrollServices/docs/payrollCalendar.pdf>

Student Employment Procedure

http://www.tamu-commerce.edu/administration/Rules&Procedures/rule_procedures.asp?RID=167

Any Questions?

- Please feel free to call
Linda Baron @ 5212
Payroll Office



Additional Payroll Info

- If you or someone you know is leaving the University, remind them to stop by HR or Payroll to sign a vacation affidavit.
- Encourage employees in your department to sign up for online earnings statement and W-2 through Single Sign-On (HRConnect)
- Remember to process PAF when someone terminates or begins employment. Payroll is the last to receive paperwork and timing is important.