

Student Payroll Information

Do you qualify to be a student employee?

- Student employees must be registered students taking **at least 6 credits**. The only exception is senior students in their last semester before graduating.
- Student employees must be residing in the US.
- Student employees have to be set up with HR before they are eligible to start working.
 - If you are not set up, you will need to contact HR to complete the necessary forms. HR@whitman.edu
- International students need to complete / update their Tax Determination System (TDS) profile in order to be eligible for student employment
 - If you need assistance, use the TDS help link, live chat, or email, if you are still having issues, contact Greg Lecki at leckige@whitman.edu

Hour Limitations

- Domestic students on **Federal or State Work Study** can work up to **19 hours** per week during the academic year (fall and spring semesters).
- **Non-Work Study** domestic students can work up to **20 hours** per week during the academic year (fall and spring semesters).
- **International** students can work up to **20 hours** per week during the academic year (fall and spring semesters). Going over is a violation of their Student Visa.

Payroll Information

- The student pay period runs from the 9th of a month to the 8th of the following month (example May 9th thru June 8th).
- The cutoff for entering and submitting time in web timesheets is 1 business day after the 8th (usually the 9th), and supervisors have 2 days after the end of the pay period to submit approvals (usually the 10th). This allows the faculty time to review, approve or reject timesheets for correction if necessary.
- Timesheets open after the last pay period's timesheets are closed for approvals. (Usually the 11th)
- Payday is the 20th of the month, or the closest business day to the 20th.

Tracking Hours – Student Responsibilities

- All hours worked in all jobs, including any sick leave used, are included in total number of hours worked in a week.
- A week is defined as any hours worked between Sunday 12:00 am and Saturday 11:59 pm.
- Hours for the week do not start over if the pay period ends in the middle of a week.
- When entering hours in myWhitman web timesheets during the pay period, click on SAVE CHANGES.
- At the **END** of the pay period, **click on the box for your electronic signature and then click on SAVE CHANGES.**
- Electronically signing the web timesheet sends an email to the supervisor for approval.
- If the web timesheet is rejected for correction, the student will receive an email with a note from the supervisor regarding the reason for rejection.
 - If your timesheet is rejected for changes, you will need to complete a Student Time Sheet Form, sign and email to your supervisor to sign and forward to studentpayroll@whitman.edu.
 - Any late timesheets received after payroll is ready to be uploaded will be paid the following pay period.

Paid Sick Leave

- Student employees accrue paid sick leave at a rate of 1 hour of paid sick leave for every 40 hours worked.
- Student employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
- Unused paid sick leave of 40 hours or less will be carried over to the following year, which begins each January.

Graduating Seniors – Leave of Absence – Withdrawals

- A student with employment status and can only be paid through the end of the current pay period during which they are an active student. Upon graduating, leave of absence or withdrawing from school, a student is no longer considered active and is not eligible to work under student employment status. For example, students graduating in May can work as a student through the end of the May pay period, which ends June 8.

- If your supervisor needs you to continue your employment with Whitman College, your supervisor will need to work with Human Resources in advance of the end date to transition you into a temporary staff position. As a temporary employee you will be subject to the standard OPE rate, regular tax withholding and other employment requirements.
- International student visa rules stipulate that they are no longer eligible to work once their program has ended. Their program is considered ended on the last day of the semester.

Where to find Student Payroll Information

<https://www.whitman.edu/business-office/student-resources/student-payroll>

Information, Timesheet Instructions and hours tracking forms

Contact Information

Student Payroll

Leah Maldonado

StudentPayroll@Whitman.edu

509-527-5985

Sprintax TDS

[Online Help Link](#)

[Live Chat](#)

TDSsupport@sprintax.com

Human Resources

HR@Whitman.edu

509-527-5273

Greg Lecki – International Student Support

Leckige@Whitman.edu

509-527-5005

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