



# STUDENT PAYROLL

[StudentPayroll@Whitman.edu](mailto:StudentPayroll@Whitman.edu)

509-527-5985

# DO YOU QUALIFY TO BE A STUDENT EMPLOYEE?

- ❖ Student employees must be registered students taking at least 6 credits. The only exception is students in their last semester.
- ❖ Student employees must be residing in the US.
  - ❖ Students residing outside the US are not eligible for student employment.
- ❖ Students 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](mailto: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, you should contact Greg Lecki at [leckige@whitman.edu](mailto:leckige@whitman.edu)

# STUDENT PAYROLL INFORMATION

- ❖ The student pay period runs from the 9<sup>th</sup> of a month to the 8<sup>th</sup> of the following month (example May 9<sup>th</sup> thru June 8<sup>th</sup>)
- ❖ Student workers need to enter all hours and approve time in web timesheets no later than one business day after the 8<sup>th</sup> by 11:59pm.
- ❖ Timesheets are opened the day after the previous pay periods timesheets are closed. (usually the 11<sup>th</sup>)
- ❖ Supervisors have two business days (usually the 10<sup>th</sup> at 11:59pm) after to approve timesheets.
  - ❖ Late timesheets (paper timesheet) received after payroll is processed will be paid with the following pay period.

# Hour Limitations

- ❖ Domestic students on Work Study can work up to 19 hours per week during the academic year (fall and spring semesters).
  - ❖ Students in Federal or State Work Study positions are not allowed to work more than 19 hours a week during the semester while classes are in session.
- ❖ 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).
  - ❖ International students are not allowed to work more than 20 hours per week during the semester while classes are in session. **Going over is a violation of their student visa.**
- ❖ **Overtime is not permitted.** Overtime is when you work more than the hours stated above or more than 40 hours when classes are not in session (i.e. winter break, spring break) and during the summer (between commencement and the first day of fall semester).

# PAID SICK LEAVE

- ❖ Student employees accrue paid sick leave at a rate of one 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

# TRACKING HOURS - STUDENT RESPONSIBILITIES

- ❖ All hours worked in all jobs (including sick leave if used) are included in total number of hours worked in a week.
- ❖ A week is defined as any hours worked between Sunday at 12:00 am to Saturday at 11:59 pm.
- ❖ Students should track their hours daily!
  - ❖ **Use the Student Employee hours tracker to easily keep track of your hours in multiple jobs.**
- ❖ Hours for the week do not start over if the pay period ends in the middle of a week.

Academic Profile

- Test Summary
- Meal Plan Selection
- Add Flex Dollars
- Student Account
- 1098-T Forms
- 1098-E Forms
- Program Evaluation (Academic Eval)
- Unofficial Transcript
- Enrollment Verification
- Student Grades By Semester
- My Profile and Advisor
- Account Authorization
- Payroll Summary
- Campus Alerts
- Course Search
- My Time History
- **Enter My Work Hours**






Student Check-in

Holds [View Holds](#)

Student Schedule

Select a term: 2019FA ▼

Course Name	Meeting Info	Credits
 ARTS-230-A Intermediate Ceramics Charles Timm-Ballard	TBA TBA STD MW 10:00AM 11:50AM	3
 PSYC-420-A Contemporary and Hist Issues Melissa Clearfield	TBA TBA LEC MW 01:00PM 02:20PM	4
 SOC-251-A Social Theory Alvaro Santana-Acuna	TBA TBA LEC TTH 01:00PM 02:20PM	4

STUDENT INSTRUCTIONS #1

- Click on Enter My Work Hours

## Enter My Work Hours

New Window

Choose Position

Please select the position you wish to work with:

Period Start	Period End	Position Title	Start Date	Department	Supervisor	Complete By Date
04/09/19	05/08/19	Business Office Annex Assistant	08/09/18	Business Office	Leslie Servine	05/10/19 12:00PM

### STUDENT INSTRUCTIONS #2

- Click on the Position Title for the job you want to enter hours for.



## Enter My Work Hours

New Window

Choose Position Editing Time for Business Office Annex Assistant

Position Title	Period End	Pay Cycle	Department	Supervisor	Complete Entry By
Business Office Annex Assistant	05/08/19	Student Payroll	Business Office	Leslie Servine	05/10/19 12:00PM

Leave Type	Leave Balance
Sick	0.78

Date	Day	Hours	Sick
04/09/19	Tuesday	<input type="text"/>	<input type="text"/>
04/10/19	Wednesday	2.00	<input type="text"/>
04/11/19	Thursday	<input type="text"/>	<input type="text"/>
04/12/19	Friday	<input type="text"/>	<input type="text"/>
04/13/19	Saturday	<input type="text"/>	<input type="text"/>
04/14/19	Sunday	<input type="text"/>	<input type="text"/>

## STUDENT INSTRUCTIONS #3

- Add in hours worked and sick leave used for each day you worked during the pay period.
  - If you make a mistake, correct or delete hours.
- Sick leave balance is listed on the top of the Web Timesheet.
  - Sick leave is part of your weekly total hours.
  - You may not use more than your leave balance.

05/04/19	Saturday	<input type="text"/>	<input type="text"/>
05/05/19	Sunday	<input type="text"/>	<input type="text"/>
05/06/19	Monday	<input type="text"/>	<input type="text"/>
05/07/19	Tuesday	<input type="text"/>	<input type="text"/>
05/08/19	Wednesday	<input type="text"/>	<input type="text"/>

Supervisor Decision

Supervisor Comments

Supervisor's E-mail Address

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval



Save Changes

#### STUDENT INSTRUCTIONS #4

- ❖ When entering hours 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.**
  - ❖ Checking the box generates an email to the supervisor to approve the timesheet
    - ❖ If the timesheet is rejected, the student will receive an email with a note regarding the rejections, and what needs corrected.
  - ❖ **If your timesheet is rejected for changes, you need to electronically sign and save changes again.**

# GRADUATING SENIORS - LEAVE OF ABSENCE - WITHDRAWALS

- ❖ A student holds student employment status and can only be paid through student payroll through the end of the current pay period during which they are an active student. Upon graduating, withdrawing from school, or leave of absence status, 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.**

# CONTACT INFORMATION

## **Student Payroll**

Leah Maldonado

[StudentPayroll@Whitman.edu](mailto:StudentPayroll@Whitman.edu)

509-527-5985

## **Human Resources**

[HR@Whitman.edu](mailto:HR@Whitman.edu)

509-527-5273

## **Sprintax TDS**

[Online Help Link](#)

[Live Chat](#)

[TDSsupport@sprintax.com](mailto:TDSsupport@sprintax.com)

## **International Student Support**

**Greg Lecki**

[Leckige@Whitman.edu](mailto:Leckige@Whitman.edu)

509-527-5005