

STUDENT PAYROLL

Juli Salinas

StudentPayroll@Whitman.edu

509-527-5593

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
- ❖ 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

STUDENT 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 approving time in web timesheets is 1.5 business days after the 8th.
- ❖ Student workers should enter and submit all hours worked for the pay period no later than the 9th of the month. This allows the faculty time to review and to reject timesheets for correction if necessary.
- ❖ Students and supervisors **will not** have access to the new pay period's timesheet until payroll processing is complete. Generally, there is no access between the 10th and the 18th.
 - ❖ Because of this, students and supervisors should keep track of hours worked separately in order to be prepared for entering hours in their web timesheet once they are open.

Hours Limitations for Student Employees

- ❖ 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 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.**

TRACKING HOURS - STUDENT RESPONSIBILITIES

- ❖ All hours worked in all jobs are included in total # 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!!
 - ❖ There are multiple timesheet trackers available
- ❖ Hours for the week do not start over if the pay period ends in the middle of a week.
- ❖ Timesheets are locked 1.5 business days after the 8th (usually the 10th)
- ❖ Students have until noon to complete and submit their timesheets.
 - ❖ Late timesheets are no longer accepted once student payroll is processed to the point of upload.
 - ❖ Timesheets received after payroll is processed will be paid with the following pay period.

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 Servino	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 you 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 Pending Approval

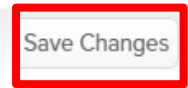
Supervisor Comments

Supervisor's E-mail Address servnl@whitman.edu

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



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.**
 - ❖ Unsigned timesheets will not be processed for payment until a signature is obtained
 - ❖ **If your timesheet is rejected for changes, you need to electronically sign and save changes again.**

Benefits Eligibility

- ❖ Medical/Vision Plans. **Not eligible.**
- ❖ Dental/Life Insurance/Long-Term Disability Plans. **Not eligible.**
- ❖ Tuition Remission Plan. **Not eligible.**
- ❖ Vacation Leave and Holiday Pay. **Not eligible.**
- ❖ Paid Sick Leave. **Eligible!!**

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

WHERE TO FIND STUDENT EMPLOYEE PAID SICK LEAVE INFORMATION

WHITMAN COLLEGE
APPLY • ALUMNI • DIVERSITY • LIBRARY • MYWHITMAN • FAMILIES MAKE A GIFT QUICK LINKS

ABOUT ACADEMICS ADMISSION & AID AFTER WHITMAN ATHLETICS CAMPUS LIFE Search Site/People

Home / HUMAN RESOURCES / STUDENT EMPLOYMENT / STUDENT EMPLOYEE PAID SICK LEAVE

Student Employee Paid Sick Leave

Student Employee 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 can view their sick leave account balance on my.whitman.edu. The record is updated monthly at the completion of the payroll cycle.

Student employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment. Paid sick leave will be paid to student employees at their normal hourly pay rate. Rate of pay and total hours available is based on the hourly rate the student employee would have earned for the time they used paid sick leave. If a student employee was assigned an indeterminate number of hours, the amount of paid sick leave time will be determined by either replacement hours or comparator hours. Sick leave will be paid in quarter-hour increments. Sick leave will not be paid in excess of the employee's balance.

Unused paid sick leave of 40 hours or less will be carried over to the following year, which begins each January. Student employees will not be paid out for unused sick leave upon termination of employment. If you are rehired within 12 months of separation, the college will reinstate your unused leave balance up to 40 hours.

Human Resources

Open Enrollment



Benefits



Hiring Managers & Supervisors



Applicants

Faculty and Staff



Student Employment



Forms Required for Working at Whitman College

Student Employee Paid Sick Leave

GRADUATING SENIORS - LEAVE OF ABSENCE - WITHDRAWALS

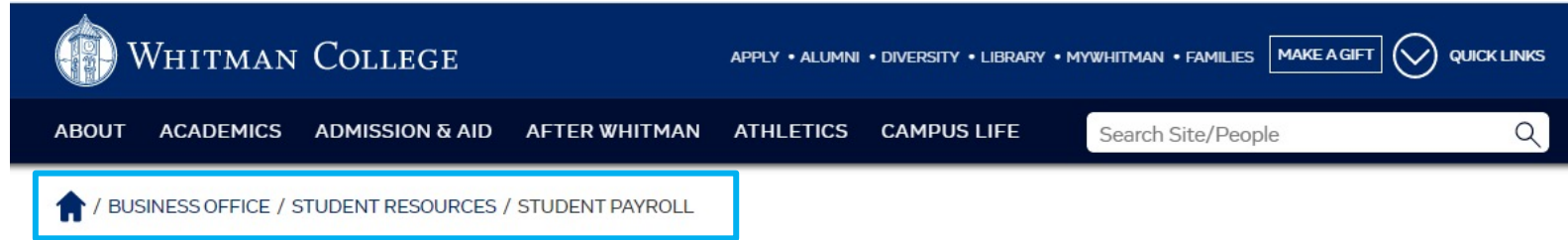
- ❖ A student holds student employment status and can only be paid through student payroll through the end of the current pay period during which they are an active student. Upon graduating, withdrawing from school, or entering leave of absence status, a student is no longer considered active and is 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.

HOW TO SUBMIT A LATE TIMESHEET

In the body of an email

- ❖ 1. State your Whitman ID#.
- ❖ 2. State your employment position
- ❖ 3. Indicate the days you worked, and hours you worked on each day.
- ❖ 4. Send the email to your supervisor(s), and have them forward to studentpayroll@whitman.edu with their approval.
 - ❖ Any late timesheets received after payroll is ready to be uploaded will be paid the following pay period
 - ❖ Any late timesheets that did not get entered into the payroll due to processing time constraints will be paid the following pay period.

WHERE TO FIND STUDENT PAYROLL INFORMATION



The screenshot shows the top navigation bar of the Whitman College website. On the left is the Whitman College logo. To its right are links for APPLY, ALUMNI, DIVERSITY, LIBRARY, MYWHITMAN, and FAMILIES. Further right is a 'MAKE A GIFT' button and a 'QUICK LINKS' dropdown menu. Below these is a horizontal menu with links for ABOUT, ACADEMICS, ADMISSION & AID, AFTER WHITMAN, ATHLETICS, and CAMPUS LIFE. A search bar labeled 'Search Site/People' is on the right. Below the search bar is a breadcrumb trail: Home / BUSINESS OFFICE / STUDENT RESOURCES / STUDENT PAYROLL.

Student Payroll

All forms referenced below are available in the Human Resources Office, Memorial 107. If you have any questions regarding these forms, please contact Human Resources at 509-27-5273 or email hr@whitman.edu.

- If you are under 18 years of age and wish to be employed by the College, the law requires a completed "Parent/School Authorization" form.
- You will not be able to work until you've filled out forms I9 and W4. You will also need acceptable identification. A passport by itself or both a driver's license and social security card constitute acceptable identification. Original documents are required.
- Whitman College has instituted mandatory direct deposit for all students. You need to fill out a [direct deposit form](#) and attach a void check or bring a statement or letter from your bank that includes both the routing number and account number for your account.
- You must have completed all the paperwork detailed above before you will be eligible for employment at Whitman College.

Payday is the 20th of every month or the business day closest to the 20th. Your payroll summary is available online at my.whitman.edu. We also offer direct transfer of your student paycheck to your Student Account. If you have questions about how this works, please email studentpayroll@whitman.edu, call 509-527-5593 or stop by Memorial 110. You'll need to fill out an [authorization form](#) for this service.

Business Office

Anonymous Reporting Tool

Student Resources

Semester Invoice

Parent Info

Payment Options

Payment Plan Calculator

Board and Cash Flex Information

Perkins Loans

Student Payroll

Resources for Students

CONTACT INFORMATION

Student Payroll

Juli Salinas

StudentPayroll@Whitman.edu

509-527-5593

Human Resources

HR@Whitman.edu

509-527-5273

SprinTax TDS

Online Help Link

TDSsupport@sprintax.com

Greg Lecki

Leckige@Whitman.edu

509-527-5005