

# STUDENT PAYROLL

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

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

# Does Your Candidate Qualify as a Student Employee?

- ❖ The student employee must be a **registered** student taking at least 6 credits (the only exception is senior students in their last semester).
  - ❖ Confirm with your candidates that they are taking the required credits.
- ❖ Students have to be set up with HR before they are eligible to start working.
  - ❖ If they are not set up, they will need to contact HR to complete the necessary forms. [HR@Whitman.edu](mailto:HR@Whitman.edu)
- ❖ International students need to complete or update their Tax Determination System (TDS) profile in order to be eligible for student employment.
  - ❖ If students need assistance, they should contact Greg Lecki at [leckige@whitman.edu](mailto:leckige@whitman.edu).

# Look Up Students on myWhitman to See If They Are Ready to Work

The screenshot displays the myWhitman interface. At the top left is the logo "myWHITMAN". Below it are navigation tabs: "Welcome", "Staff", "CLEo", and "C". A search bar is located at the top right. A red callout box above the search bar contains the text: "Type students name & click View Employment Info". Below the search bar, a search result is shown with a checkbox for "Restrict to current people and courses" (checked), "1 result (0.001 seconds)", and a "Save as Excel" button. On the left side, there is a "Staff Tools" menu with various options like "Payroll Summary", "Position Summary", "My Stipends", "Budgets", "Online W-2 consent", "W-2 statements", "Midterm Deficiency Reports", "Super Advisor Clearance", "Student Worker Time History", "Student Worker Time Approval", "Course Search: Student View", "Course Search", "Historic Course Data", and "My Trainings". The main content area shows a student profile with a circular profile picture, a name, and a "View Employment Info" button highlighted with a red rectangle. A white callout box with a close button (X) is overlaid on the bottom right, containing the following information:

Ready to work with HR/Payroll:  Yes  
Work Study Eligible Terms:  2019FA, 2020SP, 2020FA, 2021SP, 2021FA, 2022SP

This student has been awarded work study as part of his/her financial aid package and therefore, as a college, we need to help the student fulfill this requirement by giving him/her **priority** during the hiring process.

# Adding Students to Student Payroll

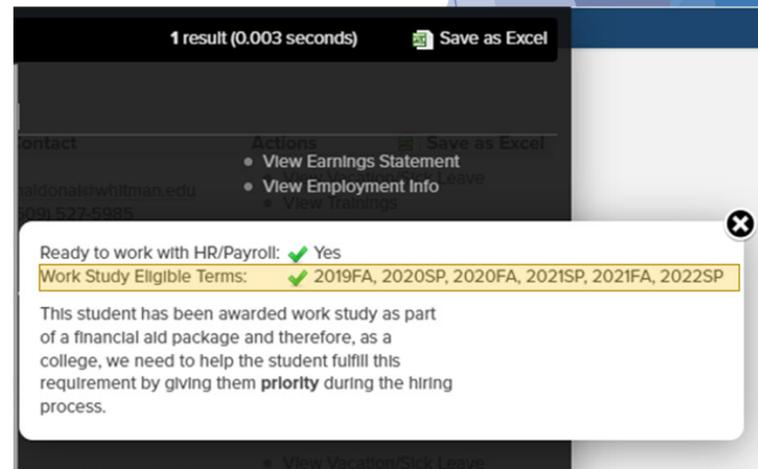
- ❖ After the student is hired, complete the Student New Employment Form (use the beginning of a pay period as the start date i.e. 5/9/2022)
  - ❖ [Student New Employment Form](#)
- ❖ To change a student employee's pay rate, complete the Student Employment Pay Rate Change Form (use the beginning of a pay period as the start date i.e. 5/9/2022)
  - ❖ [Student Employment Pay Rate Change Form](#)
- ❖ Once the student employee has completed their employment, complete the Student Employment End-Date Form (use the end of a pay period as the end date i.e. 5/8/2022)
  - ❖ [Student Employment End-Date Form](#)

# 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).
- ❖ 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.**
- ❖ Students can work up to 40 hours when classes are not in session (classes must be out for 1 week or more i.e. winter break, spring break) and during the summer (between commencement and the first day of fall semester).

# Work Study Explained

- ❖ Federal & State Work Study
  - ❖ During academic year: 20% of wages are reimbursed to the budget the student is paid out of.
  - ❖ During summer months: 60% of eligible State Work Study wages are reimbursed to the budget the student is paid out of.
  - ❖ Federal and State Work Study are reimbursed only until the College's funds are fully paid out.
  - ❖ Available to domestic students only.
- ❖ Whitman Work Study
  - ❖ Not reimbursed to the budget the student is paid out of.
  - ❖ Available to domestic and non-resident students.
- ❖ Check Work Study Eligibility in myWhitman:



1 result (0.003 seconds) Save as Excel

contact Actions Save as Excel  
• View Earnings Statement  
• View Employment Info

aldon@whitman.edu  
my.whitman.edu

Ready to work with HR/Payroll:  Yes  
Work Study Eligible Terms:  2019FA, 2020SP, 2020FA, 2021SP, 2021FA, 2022SP

This student has been awarded work study as part of a financial aid package and therefore, as a college, we need to help the student fulfill this requirement by giving them **priority** during the hiring process.

View Vacation/Sick Leave

# Tracking Hours- Student Responsibilities

- ❖ Students may not work overtime. It is the student's responsibility to track hours to ensure they do not go into overtime.
- ❖ All hours worked in all jobs (including sick leave) 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.
- ❖ Hours for the week do not start over if the pay period ends in the middle of a week.

# Student Pay Period Information

- ❖ The pay period runs from the 9th of a month through the 8th of the following month (example May 9th thru June 8th).
- ❖ Students have one business day after the 8<sup>th</sup> to enter and approve all time. Supervisors have two business days after the 8<sup>th</sup> to approve or reject timesheets for correction, if necessary.
  - ❖ Supervisors are able to approve timesheets that have been entered by the students, but not submitted (approving before the student cutoff will lock the student out the timesheet).
- ❖ Pay day is the 20th of the month. If the 20th falls on a Saturday pay day is the Friday before, if the 20th falls on Sunday, pay is the following Monday.

# Tracking Hours - Supervisor Responsibilities

- ❖ Supervisors are responsible for reviewing and approving all student timesheets.
- ❖ An alternate supervisor should be set up in case the supervisor does not have access during the end of the pay period.
- ❖ Supervisors should communicate, well in advance, to their alternate any time they will need them to approve timesheets.
- ❖ Time should be reported in 15 minute intervals as decimal rather than minute. For example, 1hr 45min would be reported as 1.75.
- ❖ Please review zero hour timesheets to ensure they students have not missed entering hours.

# WA State Labor and Industries - Getting Paid

- ❖ Employees must be paid for all work performed.
  - ❖ “Hours worked” is defined as, “all hours during which the employee is authorized or required, known or reasonably believed by the employer to be on the premises or at a prescribed workplace.”
  - ❖ Confirm all hours reported are complete, including zero reports.
- ❖ Employers are required to pay employees at least once per month on a regular, scheduled payday.
  - ❖ Late timesheets = Manual checks
- ❖ Employees who work “unauthorized” hours or overtime without the employer’s permission must be paid for their hours worked.

# Benefits Eligibility

- ❖ Paid Sick Leave. Eligible!
  - ❖ 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.
- ❖ 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.

# GRADUATING SENIORS

- ❖ 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 you need to continue their employment with Whitman College, you will need to work with Human Resources in advance of the end date to transition the former student to a temporary staff position. As a temporary employee they 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.**