

Fall 2024 Student Pay Procedures

1. Student time should be entered bi-weekly and should be paid in the time period they worked. NOTE: Banner will not allow students to enter time into past pay periods. Only students can enter their hours so it is important that you remind students that their hours need to be entered by 5:00 p.m. on the Friday of the pay period that is ending. See STUDENT PAYROLL SCHEDULE for specific dates.
2. If a student does not enter their hours before the cutoff time the supervisor will need to contact Theresa Bakula or Tammy Wisz. There are two options possible to get the student paid:
 - a. Tell payroll the total hours and the amount will be added into their next check
 - b. Payroll can process a manual check (this option will happen only if there is an urgent need of the student to receive their pay)
3. Time will be entered in *quarter hours*:
 - 15 minutes equals .25
 - 30 minutes equals .50
 - 45 minutes equals .75e.g., 3 hours and 25 minutes worked = 3.50 hours
4. Students should enter their time via **Employee Dashboard**.
5. Students will need to know their org# and job# when entering time, especially if the student has more than one job on campus. Supervisors should tell the student the org# and job# for their specific department.
6. Student time submission should be completed by **Friday at 5 p.m.** of the pay period that is ending. See STUDENT PAYROLL SCHEDULE for specific dates. Banner will close at 5:00 p.m. and students will not be able to submit their time after that. Banner will reopen with the next pay period for student time entry on Tuesday morning after payroll has been processed.
7. The Banner cutoff for approval by supervisors of student time is **10:00 a.m.** the **Monday** after the pay period has ended. Banner will be closed after that time and supervisors will not be able to approve student time.
8. Students **returning** to the department and who are familiar with the position are **paid \$10.55/hr.** Those **new** to the department are **paid \$10.45/hr.** Supervisors requesting a differential pay rate should complete the following form (Student Employment Wage Approval Request) to be reviewed by SEFS and the Business Office. **The supervisor is responsible for confirming budget allocation.**
9. Students must be processed through the Financial Aid office before they will be entered into the Banner Payroll System. Students **cannot work until they have finished all paperwork.** Direct deposit is required for student payroll (see DIRECT DEPOSIT AUTHORIZATION FORM-PAYROLL/ACCOUNTS PAYABLE DISBURSEMENTS).
10. International students **cannot work** until they have **completed all** of the following information:
 - a. MUST have a Social Security Number.
 - b. Completed and submitted the FOREIGN NATIONAL INFORMATION FORM (PAGE 1 & 2).The above information must be processed through the Financial Aid office before the international student will be entered into the Banner Payroll System. Direct deposit is required for student payroll (see DIRECT DEPOSIT AUTHORIZATION FORM - PAYROLL/ACCOUNTS PAYABLE DISBURSEMENTS).
11. If a student is given a stipend job they do **NOT** have to enter time and supervisors will **NOT** have to approve time. Please note, stipends are requested via the STUDENT HIRE FORM and submitted to SEFS for processing.
12. Each department's primary supervisor should have a backup (proxy) for student approval. This must be set up by the primary supervisor. If you (or your proxy) will not be able to approve student time because of an emergency, please contact Theresa Bakula or Tammy Wisz.
13. If you are new to approving time, the student supervisor must have their manager complete the OnBase Banner Access Request (<https://www.jcu.edu/its/services/resources/banner-access-request-forms>) before they will be able to approve.

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