

# FEDERAL COLLEGE WORK STUDY PAYROLL

- For Supervisors and Students - A few things you should know.

# OVERVIEW

- Timesheets are distributed to Dept. Supervisors by the Payroll Office with exception of the first one {which comes from Career Development}.
- Timesheets are accompanied by a cover sheet listing the Students who are to receive a timesheet for the pay period and the balance of their award as of the last processed pay period.
- Students record time worked for each day of the pay period in accordance with the guidelines on the timesheet.
- At the end of the pay period, the completed timesheet is signed and dated by the Student before submitting it to their Supervisor.
- The Supervisor then confirms the time worked and that the timesheet is complete and correct by signing and dating in the appropriate area. The supervisor *may* sign for a student in his/her absence.
- The Supervisor submits the *original* completed timesheets {in alphabetical order} to the Payroll Office by 4:15 PM on the Due Date listed on the timesheet.
- Students may not submit timesheets to the Payroll Office unless the timesheets are in a sealed envelope with the supervisor's signature over the seal.

**NOTE- Submission of the completed timesheet after the Due Date delays payment to the Student.**

**Return of a timesheet to a Supervisor for correction also delays payment to the Student.**

# WORK STUDY TIMESHEET

## ➤ Guidance and Information

Upper Left: Use Ink other than Red (No Pencil)  
 Next: The "Rules"  
 Next: Info on non-pay beyond Award  
 Next: Incorrect/Incomplete timesheets will be returned to the Supervisor  
**{this delays payment to the Student}**

## ➤ "Fill In The Blanks"

Upper Right: Student keeps a running balance of hours  
 Next: Student fills in Name and Department {legibly}  
 Next: Student fills in Date, Time In, Time Out and Daily Total {in quarter hours}  
 Bottom: Student records Signature and Date  
 Supervisor records Signature and Date.

**NOTE: A supervisor may sign for a student in his/her absence.**

Supervisor submits completed timesheet to the Payroll Office by the Due Date.

**THIS FORM MUST BE COMPLETED IN INK (DO NOT USE RED INK OR PENCIL)**

Hours awarded: \_\_\_\_\_  
 Minus the total hours you worked this pay period: \_\_\_\_\_  
 Balance equals the number of hours you have left to work: \_\_\_\_\_  
 (Write your balance on the new timesheet)

**State University College at Oneonta  
 Federal Work-Study Program Timesheet**

Payroll Number 13      Period Covered 09/03/09-09/16/09

Name of Employee \_\_\_\_\_      PAID ON DATE 10/08/09  
 Department or Office \_\_\_\_\_      DUE DATE 09/17/09

ALL "IN" and "OUT" entries must be made by the student. Time worked must be in even units of hours and quarter hours. In each "DAILY TOTAL" block, indicate the total hours worked that day.  
Time sheets must be handed in by the "SUPERVISOR".

If the student works "OVER 5 HOURS", he/she must sign out showing a break of at least 15 minutes before signing back in to complete their shift.

**MAXIMUM HOURS -**  
20 HOURS PER WEEK While School is in Session, but must not exceed Federal Work Study award for this semester.  
40 HOURS PER WEEK During Vacation Periods, but must not exceed Federal Work Study award for this semester.

DATE	09/03	09/04	09/05	09/06	09/07	09/08	09/09
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	
IN							
OUT							
IN							
OUT							
DAILY TOTAL							

**SAMPLE**

DATE	9/10	9/11	9/12	9/13	9/14	9/15	9/16
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	
IN							
OUT							
IN							
OUT							
DAILY TOTAL							

This time sheet is a true statement of the hours worked by the student. The work assigned has been performed in a satisfactory manner.      Total hours worked \_\_\_\_\_

Students will not be paid for hours worked beyond what they have been awarded.

**ALL INCOMPLETE/INCORRECT TIMESHEETS WILL BE RETURNED. THIS MAY CAUSE DELAY IN PAYMENT.**

Employee SSN: _____	Supervisor Signature: _____
Employee Signature: _____	Date: _____
Date: _____	Date: _____

**PLEASE RETURN TIME SHEETS TO THE PAYROLL OFFICE (NETZER 214) BY 4:00 P.M. ON THE DUE DATE**

# WORK STUDY COVER SHEET

- Cover sheets are sent to the Department with new timesheets.
- “Balance ending (date)” is the dollar amount remaining of the student’s award as of that specific date.
- “Remaining Hours” is calculated as the Balance divided by the pay rate.
- Any difference between your figures and the figure on the cover sheet may be an auditing adjustment.
- Timesheets are audited by the ¼ hour; therefore, each In and Out time is rounded to the nearest ¼ hour.
- Students must not work over their remaining hours. Please keep in mind that you must adjust this amount down to the ¼ hour.

LAST NAME	FIRST NAME	DEPT	SUPERVISOR	SPRVR EXT	BALANCE ENDING 3/16/11	REMAINING HOURS
***	Angela	CDC	Megan Ackley	2093	346.59	47.81
****	Kevin	CDC	Megan Ackley	2093	40.25	5.55
****	Barbara	CDC	Megan Ackley	2093	232.38	32.05
****	Mary	CDC	Megan Ackley	2093	3.13	0.43
****	John	CDC	Megan Ackley	2093	326.64	45.05
****	Susan	CDC	Megan Ackley	2093	290.96	40.13

# PAYCHECKS & DIRECT DEPOSIT ADVICES

- All Work Study Timesheets received by the Due Date are audited and processed for payment. Those with errors are sent back to the Supervisors for corrections and will be considered late and processed in the next payroll.
- Students pick up their paychecks at the Payroll Office Room 214 Netzer Admin. Building on the pay date listed on the timesheet {provided their timesheet was received in the Payroll Office by the due date with no errors}. The students must provide proper ID in order to receive their paycheck.
- Those students who elect Direct Deposit will have their pay deposited in their account on the date of pay {provided their timesheet was received in the Payroll Office by the due date with no errors}. This is a time saving way to receive pay.
- Direct Deposit Advices are issued for those receiving pay and elect Direct Deposit. These are picked up in the Payroll Office just as the checks are. If not picked up within 30 days of issue, the Direct Deposit Advices are shredded.

# MAILING OF CHECKS/ADVICE AT WINTER BREAK & END OF ACADEMIC YEAR

- Work Study paychecks/advices that are issued over the Winter Break and, also, at the end of the Academic Year will be mailed to the address printed on the front of the check/advice.
- Those students who wish to receive their pay at the Payroll Office at these times may fill out a “Student Request Not To Mail” form.
- This form can be found on the College website on the Payroll page. Print and complete the form, then drop it off at the Payroll Office, 214 Netzer Admin. Building.

# KEY THINGS TO REMEMBER

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- Be sure to check the timesheet for completeness and accuracy using the rules and regulations printed on the timesheet. Avoid delay in payment!
- Consider Direct Deposit- it is easy to start and most people check their deposit online on payday.
- Keep track of balance of hours on the top right hand corner of the timesheet. Students are not allowed to work beyond their designated Work Study Awards.

Questions? Contact:  
Payroll Office  
[payroll@oneonta.edu](mailto:payroll@oneonta.edu)  
Ext. 2504