

Information for Supervisors and Students

TEMP SERVICE STUDENT PAYROLL

SOME BASICS

- ✘ Students *must* be registered and taking classes during the dates of employment to be employees on the Temp Service Student Payroll.
 - + White appointment cards are required for all temp service student employees
 - + Fall/Spring appointment dates must end the day before May graduation
 - + New white appointment cards need to be submitted for Summer appointments
 - + Summer appointment dates start the day after May graduation until the 1st day of classes in August
 - + Only the student may turn in a completed white appointment card to Career Development Center

*****Do not allow a student to begin working until paperwork has been completed and submitted to the Career Development Center*****

THE WHITE APPOINTMENT CARD

- + Students complete the top portion
- + Supervisors must complete their portion at the bottom
- + All information must be completed
- + Dates of employment must be accurate as payments will not be processed prior to the employment start date provided by the supervisor
- + Separate white cards are required for different account numbers as well as for different rates of pay.

ACCOUNT NUMBERS AND RATES OF PAY

The student must submit a new white card for account number changes. The effective date should be the *beginning of a pay period* recorded in the “dates of employment” field

Changing a student’s rate of pay:

The student must submit a completed white appointment card with the new rate of pay in the “hourly rate” field

The effective date for the rate change is recorded in the “dates of employment” area

IMPORTANT!

- ✘ If the effective date is *not* the beginning of a pay period, the student is required to submit two timesheets for that pay period with the different rates indicated on the timesheets.
- ✘ Students having TWO rates of pay with the SAME account number must submit separate timesheets for each rate of pay with the pay rate indicated on each timesheet .

TIMESHEET RULES

- ✘ Check for accuracy and completeness using the printed rules and regulations **before** signing the timesheet.
- ✘ Hours worked must be recorded on the correct day in the appropriate timesheet week.
- ✘ Time worked must be in even units of hours and quarter hours.
- ✘ After working 6 hours, students must sign out and in for a break of at least 15 minutes.
- ✘ Students are restricted to working a total of 20 hours per week while school is in session and 40 hours per week while school is not in session.
- ✘ In the event a student inadvertently exceeds the 40 hours per week maximum, per the Fair Labor Standards Act (FLSA), the student will be compensated at 1 ½ times the hourly rate.

College at Oneonta
Oneonta, New York 13820
Temporary Student Service Timesheet

Name _____ Department _____ Account # _____

Social Security # _____ Payroll Period: ____/____/____ to ____/____/____

Time worked must be even units of hours and quarter hours. It cannot be, for example, from 12:39 to 1:17, etc. All "IN" and "OUT" entries must be made by the student (be sure to indicate A.M. or P.M. for each entry). Record total hours worked in each "DAILY TOTAL" block. After working 6 HOURS, students must sign out and in for a break of **at least 15 minutes**. Complete form in ink (DO NOT USE RED INK OR PENCIL). Time sheets must be handed in by the "SUPERVISOR". *Submit complete and accurate timesheet by Thursday following the end of the pay period to the PAYROLL OFFICE 214 NETZER by 4:00 pm.*

MAXIMUM HOURS -40 HOURS PER TIMESHEET WEEK (Thursday-Wednesday) during **vacation periods**.
20 HOURS PER TIMESHEET WEEK (Thursday-Wednesday) while school is **in session**.

DATE	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
IN							
OUT							
IN							
OUT							
DAILY TOTAL							

DATE	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
IN							
OUT							
IN							
OUT							
DAILY TOTAL							

Total hours worked _____

Certified: _____
Signature of Student Date

I hereby certify that this timesheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner.

Signature of Supervisor Print Supervisor name Date

TIME SHEETS MUST BE RECEIVED BY THE PAYROLL OFFICE (NETZER 214) BY 4:00 P.M. ON THE DUE DATE
Payroll Schedule <http://www.oneonta.edu/admin/humres/Payroll/payrollinfo-student.asp>

DIRECT DEPOSIT

- ✘ Student workers should be aware that they are eligible for Direct Deposit. With only one form to fill out, this is an easy, time saving way to receive pay directly to their bank account.

MAILING OF CHECKS/ADV ICES AT WINTER BREAK AND END OF ACADEMIC YEAR

Temp Service Student 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.

The student prints and completes the form, then sends to the Payroll Office, 214 Netzer.

QUESTIONS?

Contact the Payroll Office

Payroll@oneonta.edu

Ext. 2504

214 Netzer Admin. Building