



**Work Study Handbook
for Students and Supervisors**

*A guide to the
Federal and College Work Study Programs*

Contents

A guide to the.....	1
I. Student Handbook Statement.....	1
II. Policies and Procedures for Students.....	2
A. General Guidelines	2
B. Securing a Job on Campus	2
C. Student Employee Rights and Responsibilities	3
D. On-line Timecards	3
E. Pay Rates	4
G. Breaks and Holidays.....	4
III. Policies and Procedures for Supervisors.....	5
A. Requesting a Work Study Student Employee	5
B. Interviewing Student Employees	5
C. Hiring a Work Study Student Employee	6
D. Orienting Your Student Employee.....	6
E. Work Study Supervisor Guidelines for Timecards	6
5. Additional Help on Supervisor Tasks	8
F. Discipline/Termination.....	8
Appendix A <i>Student Appointment Form</i>	9
Appendix B <i>Paycom Self-Onboarding Process</i>	10
Appendix C <i>Instructions for Students Completing Paycom Timecard</i>	13
Appendix D <i>Payroll Schedules for calendar year 2022 and 2023</i>	19
Appendix E <i>Student Account Codes and Pay Rates</i>	21
Appendix F <i>Instructions for Supervisors Approving Student Timecards</i>	22
Appendix G <i>Additional Help Brochures on Paycom Website</i>	24

I. Student Handbook Statement

These guidelines, policies, and procedures have been developed to meet the needs of student workers and their supervisors. Students entering the work study program are required to uphold all policies and procedures outlined in this manual. If inappropriate behavior is demonstrated in the work study program, the student will be accountable by this handbook. Any questions regarding this handbook should be addressed to Alycia Harbon, Assistant Director of Financial Aid/Student Employment Manager.

II. Policies and Procedures for Students

A. General Guidelines

The Work Study program is designed to help students meet educational expenses through meaningful employment. Jobs vary throughout the college and range from assisting in various faculty departments to working in the library or the admission office, tutoring or being a lifeguard at the pool. Your work schedule is based upon your class schedule and you are never expected to work when you have a class.

B. Securing a Job on Campus

1. Available on campus jobs for students are posted in Handshake.
 - a. Logging into Handshake will help you find available student jobs on campus
 - 1) Under “Quick Links” in the portal select Handshake (left navigation bar)
 - 2) Login to Handshake with your MyRipon NetID
 - 3) You can update your profile and add documents
 - 4) To search for an on campus job, select the “jobs” tab, then click “on campus”
2. After securing a job(s) on campus, students must complete the *Student Appointment Form* ([Appendix A](#)) to initiate the Paycom Self-Onboarding process. This form should be sent or delivered to the Financial Aid Office when complete.
 - a. ***Student Appointment*** form - fill out the top section – *Student Information*
 - 1) The check boxes will help you and Financial Aid determine which additional steps or documents may be needed
 - 2) If you have never been paid for work performed on campus, you will need to complete the onboarding process through Paycom.
 - b. ***Employment Eligibility Verification (I-9), Direct Deposit Setup, W4 Tax Withholding*** setup - **only need to be completed** if you have never been on Ripon College's payroll. These are all completed in Paycom Onboarding but for the I-9 verification, the forms of ID need to be viewed in the Financial Aid Office.
 - 1) Students can modify their tax withholding choices and/or their direct deposit choices at any time. Modifications can be made on their Employee Self Service (ESS) Site.
 - 2) Every student employee must complete the direct deposit enrollment tab of the on-boarding process. It is very important that the routing and account numbers are entered exactly as required by your bank. There is a \$25 charge for direct deposits that are returned to the College as undeliverable.
 - 3) Students can choose to have a percentage of their earning go towards their Student Account balance. There is a required document in the on-boarding process that allows you to share how you want your earnings handled ([copy of form](#))
3. After the *Student Appointment Form* has been completed by the supervisor and handed into the Financial Aid Office, the student will receive an email from Paycom to begin their Onboarding Process. ([Appendix B](#))

C. Student Employee Rights and Responsibilities

Rights:

1. Information regarding their award amount, rate of pay, average number of hours per week, and general Work Study (WS) procedures.
2. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
3. A clearly defined work schedule, which accommodates their course schedule and academic requirements.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from Ripon College faculty or staff.
7. Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar.

Responsibilities:

1. For security and confidentiality of records and/or data files, the College has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. As an employee, each student holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to them.
2. Student employees are not allowed to study, nor do homework while they are working. If your supervisor approves you doing homework, it must be while serving a need of the work site at the same time (i.e. answering the phone, greeting visitors, etc.)
3. Communicate with supervisors regarding your schedule
4. Notify supervisor immediately if unable to attend work
5. Understand the expectations from individual supervisor
6. Notify the Financial Aid Office or Human Resources Office in the event of an inappropriate work environment
7. Maintain professionalism and accuracy in all transactions with the public or campus community
8. NOT WORK OVER 20 hours/week between all of the jobs held on campus.

D. On-line Timecards

(detailed instructions [Appendix C](#))

1. Students are paid biweekly ([Appendix D](#)). A week runs from Sunday through Saturday. The pay period ends on the 2nd Saturday of that period.
2. After you work your last shift for each pay period, you should finalize your timecard. The cutoff for doing this is BEFORE 8:00 a.m. on the Monday after the end of the pay period.
 - Did you enter your punches according to your work schedule and actual hours worked for this pay period?
 - For every punch in is there a corresponding punch out?
 - Are your hours applied to the correct department? If you have more than one job, you will have to choose the correct Department from a drop down list for all jobs other than your primary job.

- Did you click “Approve Timecard” and did it turn yellow?
 - If you already approved your timecard but need to make corrections, scroll to the bottom of the timecard, click “approvals”, find the day you need to edit, select the checkbox next to that day, and click the trash can to “delete”. Your time will no longer be approved by you. You can then edit your punches and reapprove.
 - If your supervisor has already approved your timesheet and you need to make an edit please contact your supervisor and work with them to unapprove the day so you can edit and reapprove.
 - If you have questions regarding time entry please contact your supervisor.
3. Hitting the *Approve* button is equivalent to signing and submitting a paper timecard. A timecard is a legal document. Timecards **must** accurately reflect all hours worked. Misrepresentation of hours worked is a violation of the law. Misrepresenting hours worked on a timecard may lead to immediate termination of employment. It is the responsibility of the student worker to submit their timecard, by hitting the Approve button, to their supervisor for their approval. Failure to submit timecards by the deadline may result in a delay in receiving payment for pay period.

E. Pay Rates

With only a few exceptions, pay rates across campus are all \$7.25/hour. The few exceptions are as follows:

1. Student Support Services (SSS): Office Assistant, Peer Contact jobs are all paid at \$7.75/hour
2. Lifeguards for Willmore Center Pool are paid \$10.00/hour
3. Resident Assistants are paid \$10.00/hour
4. Tutors are paid \$8.75

F. Discipline/Termination

Student Employment is a part of the educational experience at Ripon College. Students are expected to meet departmental expectations and follow policies.

1. Issues with a Student Worker will be discussed with the student and may go through the discipline process:
 - Verbal Warning and an improvement plan discussed
 - No change or another incident occurs; written warning with improvement and/or action plan discussed
 - No change or third incident occurs; second written warning or a termination at the discretion of the supervising department
2. **APPEALS:** A student may appeal an employment termination. For more information regarding this process, contact the Financial Aid Office.

G. Breaks and Holidays

Students may work during semester breaks with the approval of their supervisor and pending available funding. During Fall, Winter, and Spring breaks, students can work up to 40 hours/week rather than the 20 hour limit. Students are not permitted to work on holidays that are observed by Ripon College.

III. Policies and Procedures for Supervisors

A. Requesting a Work Study Student Employee

- Departments and Offices indicate their need for work study students according to the budgeting process the Vice President of their area follows. The budget for work study students is completely separate from the budget for summer seasonal (student) workers/researchers.
- After the budget has been confirmed, supervisors complete a Job Description Form for each different position within their department/office. The form can be found on Google Docs and, once submitted, will be on file with the Financial Aid Office. All job descriptions must be on file with the Financial Aid Office for a student worker to be entered into the payroll system.
- Throughout the academic year, supervisors should communicate with Financial Aid to have open positions posted on Handshake.

B. Interviewing Student Employees

- Students will use the contact information in the Job Postings to arrange for an interview with a supervisor. It is necessary for both you and your potential student employee to discuss the following during the interview:
 - Description of job duties.
 - Hourly rate.
 - Experience and skills needed to perform the job.
 - Personal conduct and dress expected.
 - Hours of operation and student's schedule of weekly hours.
 - Training and mentoring provided.
 - Expected date by which you will have made a hiring decision and start date.
 - Please note that the employment laws applying to interviewing regular employees also apply to the interviewing of student employees.
- Reference Information (if needed)
 - a. How to prepare for the interview:
 - 1) Write interview questions that are criterion-based, behavior-based, job related, and non-discriminatory.
 - 2) Decide whether you will do skills testing.
 - 3) Set aside enough time to do an interview of substance that covers all requirements for the student employee to successfully perform the job.
 - 4) Give each candidate a copy of the position description.
 - b. How to conduct the interview:
 - 1) Make the candidate feel welcome and at ease.
 - 2) Give the candidate an overview of how the interview will take place.
 - 3) Wait for good answers and avoid talking too much.
 - 4) Review employment dates and previous employment.
 - 5) Determine interests, goals, strengths, and challenges.
 - 6) Take notes during interview as needed to make an objective hiring decision.

C. Hiring a Work Study Student Employee

1. Notify the student of your hiring decision within two to three days to ensure timeliness. Fill in the Supervisor section of the Student Worker Appointment form ([Form - Appendix A](#); and Reference - [Appendix E](#)) and return it to the student so he/she can take it to the Financial Aid Office. **The newly hired student cannot begin training or working until paperwork has been completed with Financial Aid.**
2. Student employees are paid by the hour.
 - a. Holidays, snow days, and sick days are not to be counted as hours worked.
 - b. Student employees are not paid for lunch or break periods.
 - c. Overtime is not authorized for Work Study student employees.
 - d. Regardless of the number of positions held, students may only work up to a total of 20 hours per week.

D. Orienting Your Student Employee

Good personnel practices require that every employee be oriented to the organization of the work place and trained to perform necessary tasks. It benefits both you and the student to establish a formal training program and to keep the lines of communication open, clear, and constructive. Spend enough time discussing the following to prevent future confusion:

- Performance standards.
- Variations in work schedules for holidays and examination periods.
- Student's responsibility for College facilities and equipment in your department.
- Safety and health practices.
- Training in skills and procedures necessary to perform the job.
- Confidentiality of records and files.
- Procedures for recording hours worked and completing timecards.
 - Share what your Department Code and Name is
- Dress code in the workplace.
- No homework policy (student employees are not allowed to study nor do homework on the job unless they are fulfilling a role for the work site at the same time, such as answering phones).

Provide answers to the following questions:

- Who is the student's supervisor?
- To whom should the student direct problems or questions?
- Who should be contacted in case of absence or change in work schedule?

E. Work Study Supervisor Guidelines for Timecards

Detailed Instructions on Approving and Submitting Timecards ([Appendix F](#))

1. **When can a student employee start working?**
 - a. Once the student has completed the interview process and you have signed the Appointment Form with the student, the student must submit the work-study packet to the Financial Aid Office prior to being set-up with an on-line timecard through Paycom. Students

who never worked for the College before need to complete the Appointment Form, as well as complete the Onboarding Process in Paycom. Students previously employed by the College will only need to complete the Appointment Form and update their Payroll Deduction/Direct Deposit information in Paycom if needed. Once all paperwork has been received, the student can start work.

2. **Who is responsible for keeping track of hours worked and remaining hours that a student may work within the semester?**
 - a. The supervisor is solely responsible for ensuring that hours have been calculated accurately prior to submission of the on-line timecard. Please remember that student employees can work up to 20 hours per week (Sunday - Saturday) between all of the jobs the student holds on campus. The supervisor should keep a running tally of the number of hours worked by the student employee throughout the semester to ensure that the department/office budget is not exceeded.

3. **Who must sign the student employee's timecard?**
 - a. Both the student employee and supervisor are required to 'sign' the on-line timecard in order for it to be processed. See [Appendix F](#) for more detailed instructions on completing timecards.
 - b. Student's signature is signified by clicking the Approve button at the bottom of their timecard. This turns the timecard yellow.
 - 1) If the student Approves their timecard before hours are complete, they can remove their approval by going to the Approvals button at the bottom of the timecard. Supervisor can also re-open a timecard after a student has approved it.
 - c. Supervisor's signature is signified by approving the timecard or approving days worked for their department.
 - 1) Supervisors should contact the student to correct any errors in hours recorded.
 - 2) If the error is in the Department or Wage assigned to the student's punch, then contact Jennifer Franz, Payroll Assistant.

4. **When should timecards be submitted?**
 - a. All timecards must be approved by noon (12:00 p.m.) on the Monday after the pay period has ended. It is the student's responsibly to approve their timecard before 8:00 a.m. on Monday, so that Supervisors can add their approval (or request the student to make changes) before noon.
 - b. Timecards will be temporarily locked while payroll is being processed. This is done to prevent hours from being entered or altered after the timecards have been pulled into the payroll process.
 - c. During the payroll process, ALL timecards are locked – even current/future ones. Students will not be able to enter hours worked during the processing period of time, but once the payroll is complete, the current/future timecards will be made accessible again (usually by sometime on Tuesday, or Wednesday morning).
 - d. Hours not entered in time to be included in the payroll being processed, will have to be

added to the next payroll process (NOT TO THE STUDENT' TIMECARD). This would be done with an email that details the days/hours/department of the missed punches being sent to Jennifer Franz, Payroll Assistant with the Student and Supervisor included on the email.

5. Additional Help on Supervisor Tasks (**Addendum G**)

F. Discipline/Termination

Student Employment is a part of the educational experience at Ripon College. Supervisors are expected to discuss departmental expectations and policies with their students.

a. **BEHAVIORS THAT SHOULD BE ADDRESSED**

(This list may be modified to suit department needs)

- 1) Excessive tardiness or absenteeism
- 2) Absent without legitimate excuse
- 3) Carelessness or lack of attention
- 4) Inappropriate workplace conduct
- 5) Discourtesy or failure to work amicably with fellow employees
- 6) Improper use of equipment (i.e.: computers)
- 7) Violation of campus policies

b. **RECOMMENDED ACTION**

- 1) Supervisors should document discussions surrounding the following:
- 2) Verbal Warning and an improvement plan discussed
- 3) No change or another incident occurs; written warning with improvement and/or action plan discussed
- 4) No change or third incident occurs; second written warning or a termination at the discretion of the supervising department

c. **GROUND FOR ACTION/IMMEDIATE DISMISSAL**

- 1) Although following a corrective action plan is recommended, there are cases that may warrant immediate action or dismissal. Listed below are some examples:
 - Breach of confidentiality
 - Theft or gross negligence resulting in serious injury to property, person or public appearance
 - Physical violence or obscene language/actions when dealing with the public or other staff
 - Being under the influence of drugs or alcohol while on duty
 - Falsification of timecards
 - Use of computers for inappropriate website searches/viewing
 - Insubordination
 - Excessive absenteeism or tardiness without prior notification
- 2) ***All student employment termination requires notification to both the Financial Aid Office and Human Resources Office. Copies of all written documentation of discussions leading up to termination will be kept on file in the HR Office.***
- 3) **APPEALS:** A student may appeal an employment termination. For more information regarding this process, contact the Human Resources Office.

Appendix A *Student Appointment Form*



STUDENT APPOINTMENT FORM

Student Worker Section

Student Name: _____ ID#: _____ Cell Phone #: _____
(Print Legibly)

- I have previously held a position with Ripon College.
- I am currently in a Summer working/researching job on campus. My last day with Summer hours will be/was: _____
- I have never been on Ripon College's Payroll.

I agree to be a responsible employee of Ripon College, bound by all the rules and regulations set forth by my supervisor and department. I understand that any false information given on my timesheets will result in disciplinary action and dismissal from the program. I agree to maintain the confidentiality of all information and understand that any disclosure of confidential information is grounds for immediate termination and/or disciplinary action.

Student Signature _____
Date

Supervisor of Student Worker Section

Students are restricted to a total of 20 hours/week between all jobs on campus.

	PRIMARY JOB (most frequently worked job)	JOB 2	JOB 3
Department Name			
Department Code			
Wage Rate			
Student's Job Title			
Name of Timecard Signer			
ID# of Timecard Signer			
Name of Supervisor (if different)			
Supervisor Signature			

Section to be Completed by Financial Aid

Campus Work Student Federal Work-Study Hourly Rate: \$ _____

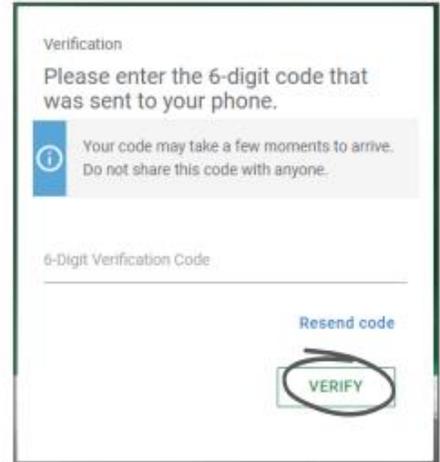
FOR FWS USE ONLY: Total dollars awarded for the year: \$ _____

FA – Authorization to Work Date FA – Entered by Date



STEP 3

After you've received a text message, enter the verification code and click "Verify."



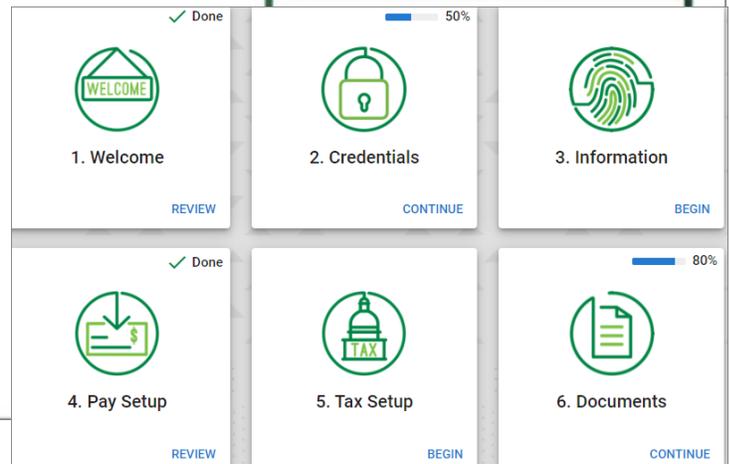
STEP 4

Choose your preferred language and click "Next."



STEP 5

Follow the guided steps to complete the onboarding process.



HELPFUL HINTS:

- In Section 5. Tax Setup, the Live-In State refers to the State you live in while you are working your job on campus – that would be Wisconsin (not your home State).
- When completing the I-9 Form – you must enter your Social Security Number.
- Several on-line documents require your signature.
- After completing each section, either select Next or Save to be taken to the next step or to finish up on a section.
- In Section 4. Pay Setup, you will be asked to provide your bank account numbers for Direct Deposit of your earnings. Getting a paper check is not an option. You can however, direct your earnings to be applied to your Student Account. One of the required documents in Section 6. Documents is to indicate how you want your earnings directed (see document below). Even if you have 100% of your earnings going to your Student Account, you still need to fill out your bank's information in Section 4. Pay Setup.



Payroll Deduction/Direct Deposit Authorization Form

Student Name: _____

Paycom ID#: _____

SECTION A - check one from Options 1, 2, 3, or 4

Option 1

I authorize Ripon College to apply my work-study payroll check to my **student account** in the following amount:

- 100% of each student payroll check, even if my student account balance is zero. NOTE: You must still complete the Bank Account – Direct Deposit information on your Employee Self Service (ESS) Account in Paycom.

Option 2 and 3

I authorize Ripon College to deduct my work-study payroll check, which will be applied to my **student account** in the following amount:

- 100% of each student payroll check only *until my balance is zero*, then switch to my Bank Account -Direct Deposit that is currently active and accurate on my Employee Self Service (ESS) Account in Paycom
- Other (less than 100%): _____% _____ continuously or _____ just until paid in full, with the balance of each payroll going into my Bank Account - Direct Deposit that is currently active and accurate on my Employee Self Service (ESS) Account in Paycom

Option 4

- I want 100% of each payroll check to go into my Bank Account - Direct Deposit that is currently active and accurate on my Paycom Employee Self Service (ESS) site

I acknowledge that this Authorization Form will remain active for each semester and over the summer, until I make a change to the selected option. And to make a change to what is checked above, I can either fill out a new Payroll deduction/Direct Deposit Authorization Form or contact the Director of Student Accounts (Financial Aid Suite, 1st Floor Smith Hall; studentaccounts@ripon.edu).

Signature: _____

Date: _____

Appendix C *Instructions for Students Completing Paycom Timecard*

How do I enter hours on my timecard: When you go into your timecard, you will click on +Add Punch, enter the date that you worked, the time you started and ended, and click on the drop down menu for Department to choose whichever Department you worked those hours for. **If you only have one job on campus, you do not have to select the department.** When that is all completed, click the green Add Punch to transfer that information to the timecard below. You can re-open your timecard by revoking your approval if you need to make a change after approving your Timecard.

SHOW ME HOW

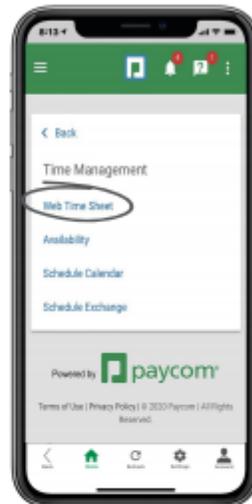
to Add Hours with Web Time Sheet
Time and Attendance

Using Your Cell Phone



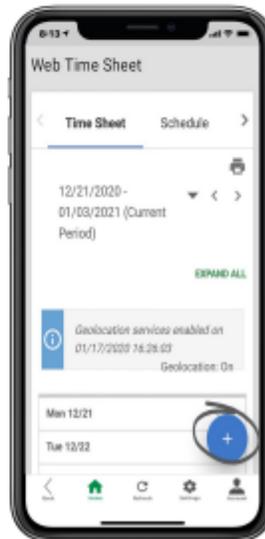
STEP 1

Log in to Employee Self-Service®. From the Time Management tile, tap "Web Time Sheet".



STEP 2

Click the plus sign icon.

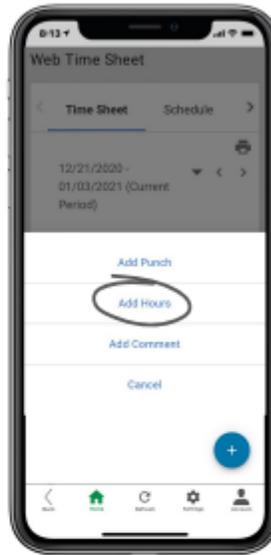


to Add Hours with Web Time Sheet Time and Attendance



STEP 3

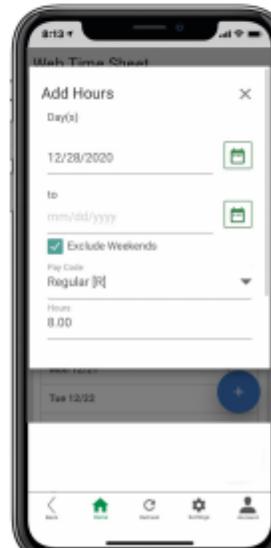
Then, tap "Add Hours."



STEP 4

From here, input your hours worked. Scroll down and click "Add Hours."

If you need to update your Allocation, such as the Department, Location or Job, you can make the change from the Allocation section.



SHOW ME HOW

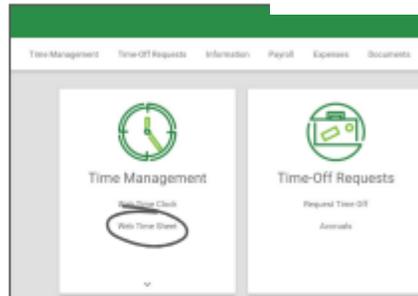
to Add Hours with Web Time Sheet
Time and Attendance

Using Computer to
Login to Paycom



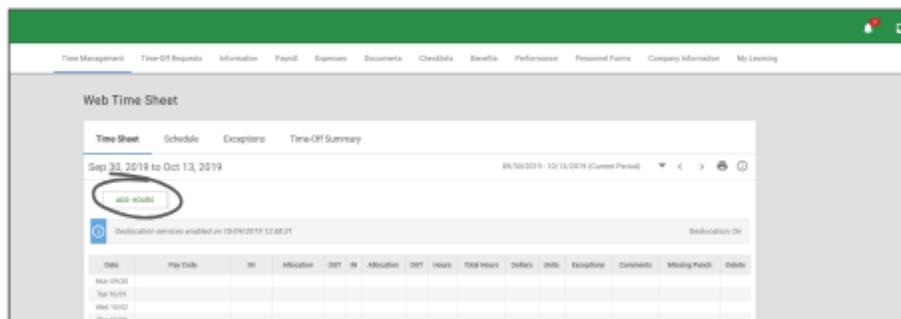
STEP 1

From the Time Management tile, click "Web TimeSheet."



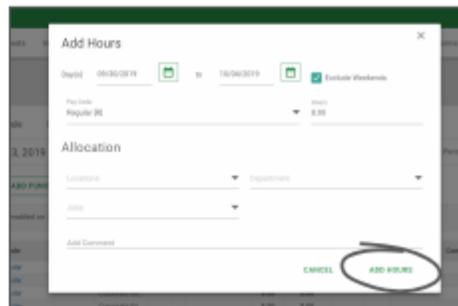
STEP 2

Click, "Add Hours."



STEP 3

From the pop-up window, input your hours worked. Then, click "Add Hours."



1. **Make sure you are on the timecard for the correct time period.** If the correct time period is not showing, then arrow down move back in time.
2. You will only have one timecard for all the jobs you have on campus. The Primary Job you hold is listed under your name in Paycom. If entering punches for this job, you do not have to select a Department from the dropdown. If you are entering punches for a 2nd or 3rd job you have on campus, you MUST choose the appropriate Department from the dropdown.

Add Punch Pair

Day(s) 05/18/2021 to mm/dd/yyyy Exclude Weekends

Day 08:00 AM 10:00 PM

Allocation

Department

Search or Make Selection

- (None)
- (Quads) Covid Driver - [6206]
- ACS Grant - [2527]
- Admissions Student Wages - [6801]

Date	Pay Code
Sun 05/16	
Mon 05/17	
Tue 05/18	
Wed 05/19	
Thu 05/20	
Fri 05/21	
Sat 05/22	
Sun 05/23	



Before you approve your timecard, review it to make sure if In Punch has an Out Punch. If not, you will get a warning icon.

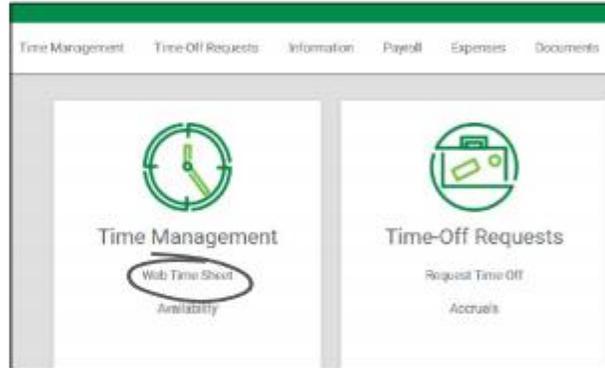
SHOW ME HOW

to Approve My Timecard
Time and Attendance



STEP 1

After logging in to Employee Self-Service®, navigate to Time Management > Web Time Sheet.



STEP 2

Any missing punches will display with two question marks. Click "??," then "Add Request." Once there are no missing punches, click "Approve Timecard."

Date	Pay Code	IN	Attendance	OUT	IN	Attendance	OUT	Hours	Total Hours	Balance	Units	Completion	Comments	Missing Punch	Details		
Mon 10/14		08:00 AM	Corporate S.	12:00 PM	01:00 PM	Corporate S.	05:00 PM	8.00	8.00								
Tue 10/15		08:00 AM	Corporate S.	12:00 PM	01:00 PM	Corporate S.	05:00 PM	8.00	8.00								
Wed 10/16		08:00 AM	Corporate S.	12:00 PM	01:00 PM	Corporate S.	05:00 PM	8.00	8.00								
Thu 10/17		08:00 AM	Corporate S.	12:00 PM	01:00 PM	Corporate S.	05:00 PM	8.00	8.00								
Fri 10/18		08:00 AM	Corporate S.	12:00 PM	01:00 PM	Corporate S.	05:00 PM	8.00	8.00								
Sat 10/19																	
Sun 10/20																	
Mon 10/21		08:00 AM	Corporate S.	12:00 PM										??			
Tue 10/22		08:00 AM	Corporate S.	04:30 PM				8.00	8.00								
Wed 10/23		08:00 AM	Corporate S.	04:30 PM				8.00	8.00								
Thu 10/24		08:00 AM	Corporate S.	04:30 PM				8.00	8.00								
Fri 10/25		08:00 AM	Corporate S.	04:30 PM				8.00	8.00								
Sat 10/26																	
Sun 10/27																	
								Weekly Totals:	40.00	40.00	0.00						
								Weekly Totals:	32.00	32.00	0.00						

Approve Timecard

to Approve My Timecard Time and Attendance



STEP 3

Upon approval, punches will display in yellow.

Geolocation services disabled on 11/06/2016 12:58:31

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	DOT	Hours	Total Hours	Infants	Links	Exceptions	Comments	Missing Punch	Delete
Mon 10/14		08:30 AM	Corporate-C	12:30 PM	01:00 PM	Corporate-C	05:30 PM	8:00	8:00						
Tue 10/19		08:30 AM	Corporate-C	12:30 PM	01:00 PM	Corporate-C	05:30 PM	8:00	8:00						
Wed 10/20		08:30 AM	Corporate-C	12:30 PM	01:00 PM	Corporate-C	05:30 PM	8:00	8:00						
Thu 10/21		08:30 AM	Corporate-C	12:30 PM	01:00 PM	Corporate-C	05:30 PM	8:00	8:00						
Fri 10/22		08:30 AM	Corporate-C	12:30 PM	01:00 PM	Corporate-C	05:30 PM	8:00	8:00						
Sat 10/23															
Weekly Totals:								40.00	40.00	00:00	0.00				
Mon 10/01		08:30 AM	Corporate-C	04:00 PM				8:00	8:00						
Tue 10/02		08:30 AM	Corporate-C	04:00 PM				8:00	8:00						
Wed 10/03		08:30 AM	Corporate-C	04:00 PM				8:00	8:00						
Thu 10/04		08:30 AM	Corporate-C	04:00 PM				8:00	8:00						
Fri 10/05		08:30 AM	Corporate-C	04:00 PM				8:00	8:00						
Sat 10/06															
Sun 10/07															
Weekly Totals:								40.00	40.00	00:00	0.00				



STEP 4

An audit trail of approvals can be found under the Approvals tab at the bottom of the page.

Totals						
Approvals						
Pay Period Approvals						
Show 10 1 - 10 of 14						
Select	Approved Dates	Approved By	Approved Time	Approval Type	Delete	
<input type="checkbox"/>	10/22/2016	MYNAME008	11/06/2016 14:01:11	Employee		

Appendix D *Payroll Schedules for calendar year 2022 and 2023*



Payroll Schedule for 2022

*Note Changes in Timecard Due Dates
Highlighted in Blue XXXX-XX-XX

Payroll #	Period Start Date	Period End Date	Timecards due at Noon (completed and approved by hourly employees and Supervisors)	Period Check Date	Student First/Last Pay Periods
1	2021-12-19	2022-01-01	2022-01-03	2022-01-07	Student Worker Payroll # 1 - first week of Payroll # 11
2	2022-01-02	2022-01-15	2022-01-17	2022-01-21	
3	2022-01-16	2022-01-29	2022-01-31	2022-02-04	
4	2022-01-30	2022-02-12	2022-02-14	2022-02-18	
5	2022-02-13	2022-02-26	2022-02-28	2022-03-04	
6	2022-02-27	2022-03-12	2022-03-14	2022-03-18	
7	2022-03-13	2022-03-26	2022-03-28	2022-04-01	
8	2022-03-27	2022-04-09	2022-04-11	2022-04-15	
9	2022-04-10	2022-04-23	2022-04-25	2022-04-29	
10	2022-04-24	2022-05-07	2022-05-09	2022-05-13	
11	2022-05-08	2022-05-21	2022-05-23	2022-05-27	
12	2022-05-22	2022-06-04	2022-06-06	2022-06-10	Student Summer Work/Research 2nd week of Payroll #11 - Payroll #18
13	2022-06-05	2022-06-18	2022-06-17	2022-06-24	
14	2022-06-19	2022-07-02	2022-07-01	2022-07-08	
15	2022-07-03	2022-07-16	2022-07-18	2022-07-22	
16	2022-07-17	2022-07-30	2022-08-01	2022-08-05	Student Worker Payroll #17 through Payroll #26
17	2022-07-31	2022-08-13	2022-08-15	2022-08-19	
18	2022-08-14	2022-08-27	2022-08-29	2022-09-02	
19	2022-08-28	2022-09-10	2022-09-12	2022-09-16	
20	2022-09-11	2022-09-24	2022-09-26	2022-09-30	
21	2022-09-25	2022-10-08	2022-10-10	2022-10-14	
22	2022-10-09	2022-10-22	2022-10-24	2022-10-28	
23	2022-10-23	2022-11-05	2022-11-07	2022-11-11	
24	2022-11-06	2022-11-19	2022-11-18	2022-11-25	
25	2022-11-20	2022-12-03	2022-12-05	2022-12-09	
26	2022-12-04	2022-12-17	2022-12-19	2022-12-23	



Payroll Schedule for 2023

*Note Changes in Timecard Due Dates

Highlighted in Blue xxxx-

Payroll #	Period Start Date	Period End Date	Timecards due at Noon (completed and approved by hourly employees and Supervisors)	Period Check Date	Student First/Last Pay Periods
1	2022-12-18	2022-12-31	2023-01-02	2023-01-06	Student Worker Payroll # 1 - first week of Payroll # 11
2	2023-01-01	2023-01-14	2023-01-16	2023-01-20	
3	2023-01-15	2023-01-28	2023-01-30	2023-02-03	
4	2023-01-29	2023-02-11	2023-02-13	2023-02-17	
5	2023-02-12	2023-02-25	2023-02-27	2023-03-03	
6	2023-02-26	2023-03-11	2023-03-13	2023-03-17	
7	2023-03-12	2023-03-25	2023-03-27	2023-03-31	
8	2023-03-26	2023-04-08	2023-04-10	2023-04-14	
9	2023-04-09	2023-04-22	2023-04-24	2023-04-28	
10	2023-04-23	2023-05-06	2023-05-08	2023-05-12	
11	2023-05-07	2023-05-20	2023-05-22	2023-05-26	
12	2023-05-21	2023-06-03	2023-06-05	2023-06-09	Student Summer Work/Research 2nd week of Payroll #11 - Payroll #18
13	2023-06-04	2023-06-17	2023-06-19	2023-06-23	
14	2023-06-18	2023-07-01	2023-07-02	2023-07-07	
15	2023-07-02	2023-07-15	2023-07-17	2023-07-21	
16	2023-07-16	2023-07-29	2023-07-31	2023-08-04	
17	2023-07-30	2023-08-12	2023-08-14	2023-08-18	Student Worker Payroll #17 through Payroll #26
18	2023-08-13	2023-08-26	2023-08-28	2023-09-01	
19	2023-08-27	2023-09-09	2023-09-11	2023-09-15	
20	2023-09-10	2023-09-23	2023-09-25	2023-09-29	
21	2023-09-24	2023-10-07	2023-10-09	2023-10-13	
22	2023-10-08	2023-10-21	2023-10-23	2023-10-27	
23	2023-10-22	2023-11-04	2023-11-05	2023-11-09	
24	2023-11-05	2023-11-18	2023-11-19	2023-11-24	
25	2023-11-19	2023-12-02	2023-12-04	2023-12-08	
26	2023-12-03	2023-12-16	2023-12-18	2023-12-22	

Appendix E *Student Account Codes and Pay Rates*

Depart Code	Department Name	GL Code	Hourly Wage
6801	Admissions Student Wages	11010006801	\$7.25
5801	Alumni Student Wages	11010005801	\$7.25
5603	Annual Fund Student Wages	11010005603	\$7.25
2301	Art Student Wages	11010002301	\$7.25
3901	Athletics Student Wages	11010003901	\$7.25
2401	Biology Student Wages	11010002401	\$7.25
6421	Campus Rec Officials	11110006421	\$7.25
6101	Career and Prof Dev Student	11010006101	\$7.25
4456	CEC Creative Enterprise Center	11010004456	\$7.25
2910	Center for Politics and the Pe	13029100300	\$7.25
2501	Chemistry Student Wages	11010002501	\$7.25
2201-2	Library Student Lead	11010002201	\$8.25
2701	Communication Student Asst.	11010002701	\$7.25
5201	Conf/Contract Services Student	11010005201	\$7.25
6206	COVID Driver	11010006206	\$10.00
6206C	COVID Student Assistants	11010006206	\$8.75
2001	Dean of Faculty Student Wages	11010002001	\$7.25
5901	Dean of Student Student Wages	11010005901	\$7.25
2801	Econ Student Wages	11010002801	\$7.25
3001-2	Education Student Assistant	11010003001	\$7.25
3001-1	Education Tutor (FWS)	11010003001	\$9.00
3101	English Student Wages	11010003101	\$7.25
4901	Finance Student Wages	11010004901	\$7.25
6901	Financial Aid Student Wages	11010006901	\$7.25
4301	Foreign Lang/Cultures Student	11010004301	\$7.25
5401	General Plant Student Workers	11010005401	\$7.25
3301	History Student Wages	11010003301	\$7.25
2101	IT Student Wages	11010002101	\$7.25
2201	Library Student Wages	11010002201	\$7.25
5302	Mail Center Student Wages	11010005302	\$7.25
3401	Math Studies Student Wages	11010003401	\$7.25
5701	Mktg/Comm Student	11010005701	\$7.25
4306	Multicultural Student Recruit	13043060300	\$7.25
3501	Music Student Wages	11010003501	\$7.25
4001	Physics Student Wages	11010004001	\$7.25
4101	POGO Student Wages	11010004101	\$7.25
1001	Presidents Office Student Wage	11010001001	\$7.25
4201	Psychology Student Wages	11010004201	\$7.25
6203	RA (all res. halls)	11010006203	\$10.00
6001	Registrar Student Wages	11010006001	\$7.25
4624-1	SSS/Notetaker-Office Asst(CWS)	13046250300	\$7.25
4624-2	SSS-Peer Contact (CWS)	13046250300	\$7.75
6401	Student Activities Student Wag	11010006401	\$7.25
2601	Theatre Student Wages	11010002601	\$7.25
2005	Tutor	11010002005	\$8.75
5206-2	Willmore/Front Desk	11010005206	\$7.25
5206-1	Willmore/Lifeguard	11010005206	\$10.00
5206-3	Willmore/Student Supervisor	11010005206	\$7.75

0009	StudentWorker General	11010004901
This Department is only assigned to a student during the summer while the student is marked as Inactive.		

3014	Robert Booty Fund	13030140300
2020	Scholarly Artistic Grant	11010002020
3212	Space Grant Student Research	13032120300
2440	NSF Grant (Wallace)	13024400300
3211	Physics NSF Grant	13032110300
Grants and Funds need to be approved by the Dean of Faculty and by the Associated VP for Finance before assigning a Student to that Department.		

Appendix F *Instructions for Supervisors Approving Student Timecards*

You will have two logins to Paycom: 1) a personal login where you can change your address, enroll in benefits, see your W2, look at check stubs, etc.; 2) a login for Supervisors to approve timecards. **You should write down your login credentials for both until you get used to the process!**

Emails sent from Paycom will show up as 'systemmessage' in the sender column.

Although you will have two separate logins, once they are both set up, you will be able to login to either one and toggle between the two.

A: To access your Supervisor screens:

Go to paycom.com

Click on Login

Select Client

Enter Client Code: 0BQ07 (there are 2 zeros and no 'O's in this code)

Enter your Username: typically will be your first initial+last name (lower case, no spaces), but if that didn't create a 6-digit login, your combination of first-last-names could be different

Enter your temporary Password: Ripon123

Once logged in, go to *User Options/Change My Password* to create your own password.

B: To access your Employee (personal) screens:

Go to paycom.com

Click on Login

Select Employee

Enter your username - if you didn't change your user name it is a 9-digit code that has zeros but no 'o's. I changed mine so I could remember what it is.

Enter your password - you would have been asked to change this the first time you logged in

Enter the last 4 digits of your Social Security number

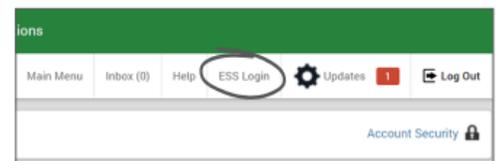
C: Toggle between Client and Employee:

to Toggle Between Client and Employee Side User Options



STEP 1

With Employee Self-Service® toggle, quickly navigate between logins with the click of a button. From the client side click "ESS Login" to navigate to Employee Self-Service®.



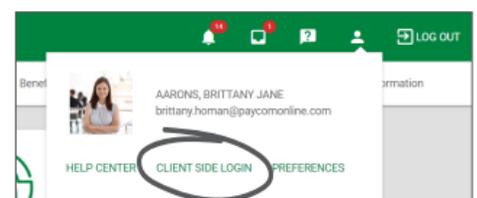
STEP 2

A pop-up window appears. Enter your Employee Self-Service® password if toggling for the first time. If you're not on a recognized device, enter your security questions and click "Submit"



STEP 3

Now, the Employee Self-Service® screen appears. From the employee side, click "Client Side Login" to navigate back to the client side.



D: Approving Timecards

Go to Time Management on the Client side and select Timecard Search. Click on Multiple under filters and only select the type of employee (Student) you are approving for. Click on Pay Period (not Date Range) and the current pay period will come up. You don't want the 'current' pay period unless you are approving timecards before the end of the pay period. Click on the dropdown list and choose the pay period with the start and end date that is being processed in this payroll. Be sure to click Include Borrowed Employees if you are approving Student Workers (*see screenshot below*).

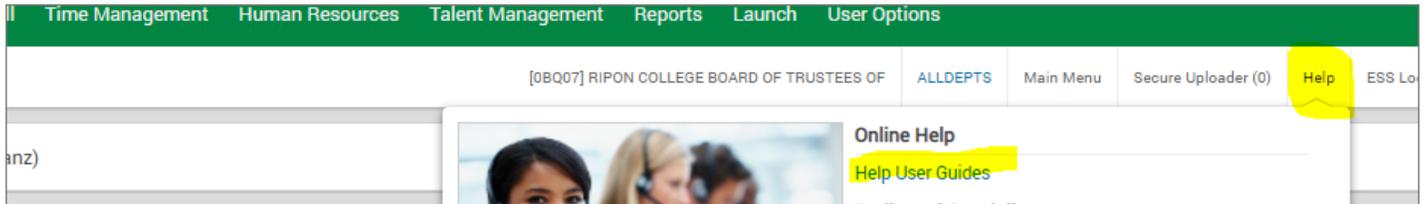
If your student has your department for their primary job, their timecard will appear under Current Employees. If your student has your department as an additional job to what is set up as their primary, their timecard will appear under Borrowed Employees BUT only if they have hours on their timecard for your department.

When approving a student worker who has multiple jobs on campus, you should not approve the whole timecard. Otherwise, the other supervisors cannot approve the hours worked for their department. Each supervisor should review the timecard for hours marked for their department and if everything is good, leave a comment on the last day of the pay period. In the screenshot below, both Christina and Brenda approve the hours entered on this timecard for work done in their departments.

MON (03/29)		12:00 PM	[3212]-...	03:00 PM				3.00	3.00			
TUE (03/30)												
WED (03/31)		09:00 AM	[2005]-...	01:30 PM				4.50	4.50			
THU (04/01)		09:00 AM	[3212]-...	12:00 PM	02:00 PM	[3212]-...	04:00 PM	5.00	5.00			
FRI (04/02)		01:00 PM	[3212]-...	03:00 PM				2.00	2.00			
SAT (04/03)												
Weekly Totals								16.50		\$0.00		
SUN (04/04)		06:00 PM	[2005]-...	08:00 PM				2.00	2.00			
MON (04/05)		12:00 PM	[3212]-...	03:00 PM				3.00	3.00			
TUE (04/06)												
WED (04/07)		09:00 AM	[2005]-...	03:00 PM				6.00	6.00			
THU (04/08)		09:00 AM	[3212]-...	12:00 PM	02:00 PM	[3212]-...	04:00 PM	5.00	5.00			
FRI (04/09)		01:00 PM	[3212]-...	03:00 PM				2.00	2.00			
SAT (04/10)												
Weekly Totals								18.00				
										Comment: Approve Christina Othon 2005 Approved - Brenda Gabrielson		
Totals											Approvals	
Pay Period Totals												
Pay Code	Allocation (Tax Profile)		Hours	Rate	Dollars							
RTT	Regular FICA Exempt	[2005]-Student Workstudy-College Work Study Students	30.50	\$8.75	\$266.88							
RGR	Regular FICA Exempt	[3212]-Student Workstudy-College Work Study Students	40.00	\$8.00	\$320.00							
Pay Period Totals			70.50		\$586.88							

Appendix G *Additional Help Brochures on Paycom Website*

On the Client side of Paycom, Supervisors can find instructions on various timecard responsibilities. Click on Help and then Help User Guides.



Depending on what you would like additional guidance on, choose one of the broad categories under Show Me How, then click on that category to get a list of brochures or videos on a small tasks.

