

Time Entry and Payroll Information:

- **Wage Guidelines:** There are three approved student tiers and pay rates: \$15.00, \$15.25 & \$15.50. Please refer to the [Student Wage Guidelines](#) for assistance with determining student pay rates. No exceptions will be made for paying a student outside of those three rates.

SELF SERVICE:

- Student time sheets for the pay period are managed weekly rather than by pay period. Students will need to enter their time weekly during the pay period. Both weekly timesheets are due based on the [Student Employment Payroll Calendar](#).
- If only one week of a pay period is worked, both timesheets need to be submitted. The unworked week should be submitted with zero hours. If no hours are worked during the two week pay period, no time sheet needs to be submitted.
- Supervisors are required to approve both time sheets for the pay period even if one of the weeks has zero hours. The approval deadline will remain every other Tuesday following the [Student Employment Payroll Calendar](#). No approval is needed if no hours are worked during the two week pay period.
- Supervisors will see both managed and unmanaged student positions in the approval section. **It is suggested you “view” each week rather than approve from the summary page. You are only approving hours for the managed position(s).**
- Supervisors who approve multiple positions for the same student must review all time sheets before approving. Selecting the approve box will approve both positions.
- There is no alternate supervisor. You can designate a [proxy](#) to approve time on your behalf when you are unable to approve time.
- **If you are unable to find an employee on your approval list in Self Service, please be sure to clear all [filters](#). “Clear Search” under the Employee search and/or the “Reset Filters” under the Status.**
- Please refer to the following link for assistance with self service entry:
 - [Student Supervisor](#)
 - [Student Employee](#)
- You and your student will not see the position listed in Self Service until the student is approved to begin work or on the start date designated on the EA form.
- Students submit detailed time in and time out entries (e.g. 8:00 AM-12:00 PM) weekly during each payroll period.
- Student electronic timesheets are due to their supervisor no later than the close of business on Monday following the end of the bi-weekly pay period. Supervisor approval is due by the close of business Tuesday.
- At the end of the pay period, the supervisor will receive an email notification when the student's electronic time sheet is complete and ready for online approval. Please follow up with your student if you know they worked but they did not enter time.

Student Employment Additional Information:

- Students working for the first time on campus **cannot work** until approved by Human Resources. Beginning work prior to the completion of employment documents could result in non-compliance with Federal Regulations including fines.
- Please visit [Approved Student Employees](#) for a list of students that have previously worked on campus. The list is updated on a nightly basis.
- Training for a new position is paid time. Training cannot begin until the student is approved by Human Resources.
- Students should not exceed 20 hours of work per week (total all jobs). It is recommended that students work no more than 10-15 hours per week.
- Student employees are eligible for NYS Paid Sick Leave. They accrue 1 hour of sick time for every 30 hours worked (cumulative for all positions worked). Sick time is used to replace scheduled hours worked and can be used in 15 minute increments.
- Students must enter time worked in self service for the specific pay period they work. Time worked for missed pay periods must be submitted on a paper timesheet to their supervisor. The original signed document is returned to the Payroll Office for processing in the next pay cycle.
- Please encourage your student employee(s) to enroll in Direct Deposit and provide [W-2 Electronic Consent](#). To view their [Pay Advices](#) and annual Form W-2 Wage and Tax Statement online in Self Service.

Questions:

Student Employment and Paperwork: Anna Moskal (amoskal@hamilton.edu) or Mike Thayer (mtthayer@hamilton.edu).

Payroll or Self Service Time Entry: Jarren Waterman (jwaterma@hamilton.edu) or Dan Shaw (dshaw@hamilton.edu).