

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 the three approved rates. In addition, students are not allowed to receive a one time (lump sum) payment previously known as “stipend”.

Workday Time Entry

- Student timesheets are due based on the [Student Employment Payroll Calendar](#).
- Supervisors and Students please refer to the [Workday Job Aids](#) for time entry and approval instructions.
- You and your student will receive a Workday notification when the position is entered by Human Resources.
- Students submit detailed time in and time out entries (e.g. 8:00 AM-12:00 PM) weekly during each payroll period. Students scheduled to work a shift that is longer than 6 hours are required to take a minimum 30 minute meal break. The meal break needs to be documented on the timesheet.

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.
 - Students working their first on campus job must present original documents to Human Resources before they can begin the onboarding process in Workday.
 - 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.
- Students must enter time worked in Workday for the specific pay period they work. Do not enter work time from past payroll period(s) into a current pay period. Work time from a past payroll period can be entered retroactively up to 90 days through Workday. Paper timesheets have been eliminated.
- 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 only be used in 15 minute increments.

- Student requests for NYS Sick Time must be requested via the Workday request absence process which supervisors can approve via the timesheet.
- There is no alternate supervisor for time entry in Workday. Supervisors who are not available to approve time must delegate this task.

Questions:

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