ABC 2015 Fall Summit

Student Assistant (SA) Payroll Process

September 10, 2015

Today’s Objectives

- Payroll Cycle of the Student Assistant (SA)
- Roles and Responsibilities
- Student Payroll System
  - What is it?
  - How do I access it?
  - How do I use it?
- Late Time Sheets
- Tips for success
Payroll Cycle - Student Assistant (SA)

Department hires SA online through the Student Pay System

Student enters hours worked in the Student Pay System for the pay period

Timekeeper approves hours in the Student Pay System by the pay period deadline

Payroll processes and SCO* pays all approved hours for the pay period

SA receives pay check on student pay day

Department deletes SA in the Student Pay System when appropriate

*State Controller’s Office is the pay agent for the CSU
Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| Student Timekeeper (Approver) | • Ensure student is eligible for employment before commencing work (see student handbook for minimum requirements)  
• Understand and comply with student employment guidelines  
• Add and delete student jobs as appropriate  
• Approve hours online by the published deadline |
| Student Assistant (SA)        | • Complete new hire orientation in Payroll office  
• Review student assistant handbook  
• Report hours worked through the Student Pay System  
• Limit their work hours to 20 per week combined across all jobs (when school is in session)  
• Complete late timesheet if hours were not entered into the Student Pay system on time |

Student Payroll System

- **What is it?**
- **How do I access it?**
- **How do I use it?**
What is the Student Payroll System?

- Custom interface created by Cal Poly
- Captures student job details, hours worked, online approvals, validates enrollment, tracks federal work study dollars
- Used by Payroll Services, Cal Poly hiring departments, Federal Work Study, and student assistants
- Currently not used by instructional student assistants (ISA)

Timekeeper Access

OR

My Cal Poly Portal

Manage Student Payroll

Approve
How do I use the Student Payroll System?

The Student Pay System has six functions:

1. Add Student Job/Pay Rate/Supervisor
2. Enter/Correct Student Time
3. Enter/Correct Student Time By EmplID/Department
4. Approve Student Time
5. Approve Student Time By EmplID/Department
6. Reactivate Student Job
How do I use the Student Payroll System?

<table>
<thead>
<tr>
<th>Add Student Job/PayRate/Supervisor</th>
<th>Enter/Correct Student Time</th>
<th>Enter/Correct Student Time By EmplID/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Add brand new student employees</td>
<td>• Display active student jobs</td>
<td>• Similar to Enter/Correct Student Time except:</td>
</tr>
<tr>
<td>• Add new job rows (for existing students)</td>
<td>• View/Enter Correct Timesheets</td>
<td>• Narrow Selection by EmplID/Department</td>
</tr>
<tr>
<td>• New position numbers (for existing students)</td>
<td></td>
<td>• Useful when a Timekeeper has security to view multiple departments</td>
</tr>
<tr>
<td>• Pay Rates (for existing students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Supervisors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How do I use the Student Payroll System?

<table>
<thead>
<tr>
<th>Approve Student Time</th>
<th>Approve Student Time By EmplID/Department</th>
<th>Reactivate Student Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Displays all current timesheets for your department with hours</td>
<td>• Similar to Approve Student Time, except:</td>
<td>• View jobs in your department that have been inactivated within the last three years</td>
</tr>
<tr>
<td>• Timesheets will appear here for approval even if the job was inactivated</td>
<td>• Narrow Selection by EmplID/Department ID number</td>
<td>• Reactivate jobs if all information is updated</td>
</tr>
<tr>
<td></td>
<td>• Useful when a Timekeeper has security to view multiple departments</td>
<td></td>
</tr>
</tbody>
</table>
Late Student Timesheet

- Payroll Services Web Site: [https://afd.calpoly.edu/payroll/](https://afd.calpoly.edu/payroll/)
- Student Assistant tab
- Student Assistant-Information
  - click the Late Student Pay

Access the Payroll Calendar from this link

Access the Late Student Timesheet from this link

Federal Work Study students can not be paid late
Enter time above the date
Authorized signature is required
Tips for Success

- **Do not** allow students to work before completing the I-9 in the Payroll office.
- After approving time online and saving, go out of the Approval screen and then back in to make sure the approval saved.
- Print Timesheets when approving time. After the pay period closes the information is no longer available.
- Time can be entered during approval period by timekeepers, but not Students.

Tips for Success

- Approve time entered during the approval period to avoid late timesheets.
- You may not reactivate a student job if the rate is below minimum wage or the student is no longer eligible to work.
- Student Assistant picks up checks at Student Accounts room 211 each month.
For More Information

- See our website at [https://afd.calpoly.edu/payroll/student/](https://afd.calpoly.edu/payroll/student/)
- Or stop by our office
  Payroll Services
  Administration Building 1, Room 107
  Monday – Friday
  9:00 – 12:00 and 1:00 – 5:00
- Or contact us by phone
  Monica Bennett (805) 756-5865
  Payroll Services Main (805) 756-2605

Questions?