ABC 2016 Fall Summit

Student Assistant (SA)
Payroll Process

September 8, 2016

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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
Payroll Cycle – Student Assistant (SA)

Student Assistant Hours Entered Online by Midnight

▲ Last Day to Approve Staff/Faculty Leave and Pay, ISA and Student Payroll Online

Staff Hourly, Student, ISA, Overtime and Shift Differential Payday, 3 p.m.
## Roles and Responsibilities

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

My Cal Poly Portal

Single Click Links
- Email & Calendar
- Cal Poly OneDrive
- Student & HR Administration
- CSU Portal - Financial Administration
- PolyData Dashboards
- Campus Wiki
- Student Assistant Management

Cal Poly

OR

My Job Tasks
- Approve Time and Absences
- Approve Master Payroll Certification (MPC)
- Manager Leave Balance Inquiry
- Manager Absence Entry
- Timekeeper Leave Balance Inquiry
- Timekeeper Absence Review
- Timekeeper Absence Entry
- Manage Student Payroll

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Choose position to enter hours worked and hit GO

Choose a Position to Enter Time

Welcome Beer, Yogi T

Click the Go button next to a position to enter time.

Reminder: You must be enrolled in a minimum of 6 units next quarter in order to continue working as a Student Assistant.
The last day to enter time for July (07/01-07/30) pay period is 07/31/2015.

- Dept
- Dept Name
- Pos No
- Description
- Pay Rate
- Supervisor

- Direct Deposit Form
  - Note: Did you know that you can get your pay 3 to 5 days sooner each month if you are on Direct Deposit?
- Change Tax Withholdings
- Change W2 Address
  - IMPORTANT: Address changes submitted through the Personal Information tab on the my.calpoly portal will NOT affect your W2 mailing address.
  - Updating your W2 Address with Payroll at the above link will NOT affect your address with Student Records. You must update your address both places if you want them the same.

- General Student Employee Information
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 EmpIID/Department
4. Approve Student Time
5. Approve Student Time By EmpIID/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>
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<tr>
<td>• New position numbers (for existing students)</td>
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<td>• Useful when a Timekeeper has security to view multiple departments</td>
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<tr>
<td>• Pay Rates (for existing students)</td>
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<tr>
<td>• Supervisors</td>
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# 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></td>
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<tr>
<td>• Timesheets will appear here for approval even if the job was inactivated</td>
<td>• Narrow Selection by EmplID/Department ID number</td>
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<td></td>
<td>• Useful when a Timekeeper has security to view multiple departments</td>
<td>• View jobs in your department that have been inactivated within the last three years</td>
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<td>• Reactivate jobs if all information is updated</td>
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Late Student Timesheet

- Payroll Services Web Site: 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

Late Student Pay

If a Student Assistant’s timesheet is not approved during the designated approval period they must complete a "Late Student Timesheet" in order to be paid. Late Student Timesheets are due to Payroll Services on approximately the 15th business day of the month and are paid on approximately the 25th. For specific late pay dates and form due dates please refer to the Payroll Calendar.

Late Student Timesheets require an authorized original signature and must be completed in Excel. Incomplete Late Student Timesheets will not be accepted.

Please save the Late Student Timesheet to your desktop before completing, close your browser and reopen the saved copy of the form so that you can view the instructions and example tab. You can find these instructions and example on the second tab along the bottom of the Excel workbook. If you have any questions about how to complete the form, please contact Payroll Services at 756-2605.

Late Student Timesheet (fill out in Excel)
Late Student Timesheet

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

### Example

<table>
<thead>
<tr>
<th>Employee Name*</th>
<th>Pay Period (MMMY - Month)</th>
<th>Pay Rate*</th>
<th>Gross Pay*</th>
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</thead>
<tbody>
<tr>
<td>9999999999999</td>
<td>October 2011: 10/1 - 10/31</td>
<td>$15.00</td>
<td>$225.00</td>
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Please round hours to the nearest tenth.

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<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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Employee Signature: [Signature]

Supervisor Signature and Date: [Date]

For Payroll Services Use Only:

<table>
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<tr>
<th>Units</th>
<th>NRA</th>
<th>SPS</th>
<th>J0 Date</th>
<th>SCO Pos #</th>
<th>SCO Name</th>
<th>SCO Pay</th>
<th>PS Rec #</th>
</tr>
</thead>
</table>

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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/
- Or stop by our office
  Payroll Services
  Administration Building 1, Room 107
  Monday – Friday
  8:00 – 5:00
- Or contact us by phone
  Monica Bennett (805) 756-5865
  Payroll Services Main (805) 756-2605
Questions?

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SA Payroll Process

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