

MOUNT HOLYOKESM

HUMAN RESOURCE DEPARTMENT

To: Supervisors of Students

Date: 8/18/09

From: Payroll Office

Subject: Student Timesheets

Attached are the new student timesheets for academic year 2009-2010. Please use the new timesheets and **dispose of any previous years timesheets.**

The new academic pay periods are listed on the back of the timesheets, which also indicate the pay period end date, the date timesheets must be returned to the payroll office located in ROOM 1 of Skinner Hall, and the pay date for each pay period.

Please be sure to review the timesheets before they are submitted to the payroll office. Errors on the timesheet cause delays in processing the timesheets, and, unfortunately, the student paychecks may be delayed.

The following items should be completed and verified: (See sample attached)

- Employee Name (1)
- Department Name (2)
- Pay period Ending (3) See back of timesheets for correct pay period end dates.
- Student Access Number: (4) Students should use the 9-digit CID number that is listed in the lower left hand corner of their one card (Example: 001234567) or the MHC ID number that begins with a "5" which is listed in the lower right corner.
ACCESS NUMBERS BEGINNING WITH A "4" ARE NOT ACCEPTABLE & MUST BE REBUBBLED.
- Dept Number (5)
- Position Number: (6) Before timesheets are submitted, please be sure that you (supervisor) have hired and set up all your student workers in student employment system: JOBX. If you have any questions regarding how to set up a student, please contact Janice Kane at CDC (X 2576). Remember that the supervisors are responsible for assigning the position number in JOBX, Accuracy of the position number is important because it is from this process that a Student Work Authorization is produced and allows the payroll department to process timesheets for payment. Please remember that the position number that you hire the student in JOBX is the position that must be on the student timesheet.
- A special note on grants being paid: please contact Linda Niemczura in the Budget Office (X 2702) when a student is being paid by a grant. Linda will need

to set up the grant position number. Once Linda has set up the position number, you will need to use this grant position number to hire the student in JOBX. This same grant position number will be used on the timesheet.

- 2-Week Total – (7) **To Nearest ¼ hour:** There are 4 fields for the number of hours. Please be sure that the student bubbles the hours so that the **numbers are flush to the right**. For example: 23.75 hour should be filled in as blank in the first field, 2 in the second field, 3 in the third field, and 3/4 in the fourth field.
- Please be sure that all fields that are required to be bubbled are bubbled. **Faxed timesheets or copies of timesheets cannot be accepted.** Original timesheets are required for audit reasons. Faxed or copied timesheets cannot be scanned because of the bar code at the bottom.

Timesheets must be signed by the student worker (8) as well as the supervisor (9)

****Timesheets without a student signature will not be accepted and will be returned to the supervisor unpaid.**

Timesheets should be redone if any of the following happens:

- Wrong ID Number, Dept Number, Position Number
- Hours are recorded flush to the left instead of the right
- Double Bubbles in any field
- Strike outs
- Erasures
- Whiteouts

Timesheets must be completed in either black or blue ink.

Please advise your student workers that I9's must be completed prior to receiving any pay checks. To complete I9's students will need an unexpired passport or 2 forms of identification: driver's license or school ID and birth certificate or social security card.

NEW POLICY REGARDING I9's: By law, an employee must fill out an I9 form and present identification within 3 business days of being hired.

MHC's policy for students will be: Students must complete the I9 form by the first pay period. If the student does not comply, the supervisor will need to terminate the student. Payroll will email both the student and the supervisor if termination is necessary.

A reminder to supervisors that summer positions and summer rates end on 9/5/09. This means the last summer position will be paid on 9/11/09. All timesheets for the summer positions must be submitted on 9/8/09 in order for the students to be paid at the summer rates. The summer positions will be terminated on 9/6/09.

Important note: Academic year earnings for 2009-2010 begin with the pay period ending 9/19/09.

Direct Deposit: Please encourage students to sign up for direct deposits. This will help them when they are leaving for break and are looking for their check. We cannot release checks early. If students have to leave before paystubs are distributed to their MHC Post Office boxes, they will have access to their money during the break if they have direct deposit.

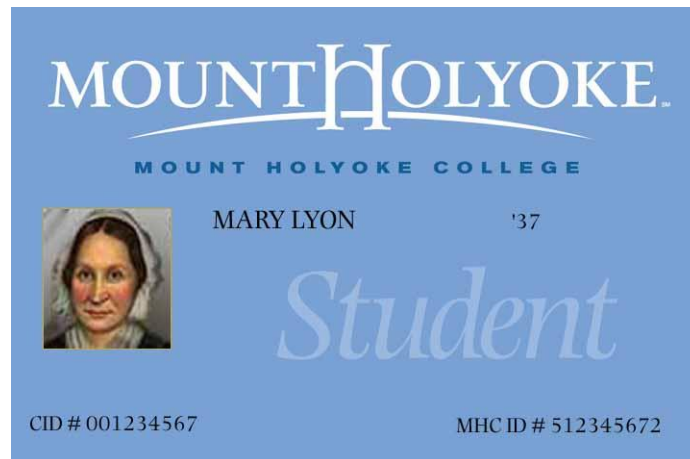
Also, all student positions have been terminated for academic year 2008/2009. This means all student jobs must be hired or rehired into JOBX for the new academic school year. Any questions regarding student employment may be directed to Janice Kane at CDC (x 2576). Failure in having your student hired or rehired in JOBX for the new academic year may delay processing student timesheets and may result in delayed paychecks.

If you have any questions regarding the student timesheets, please contact the payroll office. Ann Routhier – x 2710; Natalina Tulik – X 2046; or Beth Haber – X 3194.

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**Student Access
number for payroll
is found here.**

**MHC ID number is found
here.**