

INDIANA STATE UNIVERSITY

PAYROLL OFFICE

STUDENT PAYROLL SUMMARY SHEET

Revised May 2020

This sheet is intended to summarize payroll policies and procedures for the Student Payroll of Indiana State University and is provided for general information purposes only. For additional information, please contact the Payroll Office, 408 Rankin Hall, (812) 237-3533, or visit our web site at www.indstate.edu/payroll.

PAY AUTHORIZATIONS

Student employees of Indiana State University are paid biweekly on the Student Payroll.

Non-Exempt (Hourly) Student Employees: To participate in student employment, a student selects a job from the job postings, applies for the job, and waits for an interview with the designated supervisor. If hired, the supervisor will complete the Referral Form and return to the student. The student should then present the completed Referral Form to Student Employment Programs and complete required employment forms, tax withholding forms, and a direct deposit authorization. A properly completed Referral Form is the official authorization to pay a student employee at a specified rate of pay and to charge the payroll expense to the appropriate departmental account when payable hours are submitted.

Graduate Assistants: Students who have been awarded graduate assistantships will certify agreement to terms by signing the Graduate Assistantship Pay Authorization, which also indicates the academic term of the award as well as the compensation amount and weekly service hours required. Required employment forms, tax withholding forms, and a direct deposit authorization are to be completed at Student Employment Programs. A properly completed Graduate Assistantship Pay Authorization is the official authorization to pay a graduate assistant and charge the payroll expense to the appropriate departmental account for the specified academic term.

WORK-STUDY POSITIONS – Non-exempt (Hourly) Student Employees Only

The Office of Student Financial Aid determines work-study award amounts for individual qualifying students. The work-study award amount represents the total amount a student may earn while in a work-study position. Earnings from all non-exempt positions held by the student employee may be applied toward the work-study award balance, depending upon the availability of the department allocation. When the award amount is exhausted, the department will either terminate the student employee, or retain the student employee and bear the full payroll expense. Concurrently, funding for work-study jobs is allocated to departments by budget area for an academic year. A department hiring a student employee who has been granted a work-study award is charged with 25% of the student employee's payroll expense and the remaining 75% is charged to the departmental work study allocation. When the departmental allocation is exhausted, the department will either terminate the student employee for lack of sufficient funding, or retain the student employee and bear the full payroll expense.

PAY PERIOD

Pay period dates are available on the Payroll web site at <https://www.indstate.edu/payroll/pay-dates/student-pay-dates>.

Non-Exempt (Hourly) Student Employees: The pay period consists of two defined work weeks. Each work week begins at one minute past midnight on Saturday morning and ends the following Friday at midnight. The shift start time determines the day to which the hours worked are attributed.

Graduate Assistants: Semester award amounts are divided equally among 9 biweekly pays per semester. Academic year awards are divided equally among 18 biweekly pays – 9 per semester. No pay is issued on the first Student Payroll in January which falls between semesters. Proration of pay for late awards or early terminations is based upon the number of class days completed. Summer graduate assistantships are paid on Student payrolls ST-11 through ST-17 and align with the summer teaching calendar.

TIMEKEEPERS

A timekeeper is a non-student employee whose responsibilities include payroll reporting. Each department should designate a timekeeper, who shall assure that the time-reporting tasks are properly completed in Kronos at the end of each pay period. A backup timekeeper should also be designated so that payroll reporting functions are still accomplished promptly in the event of the absence of the primary timekeeper. Timekeepers are authorized by the department head by completing the [Departmental Timekeeper Authorization](#) form. A list of departmental contacts and contact information is maintained in the Payroll Office for the purpose of efficient communication of special payroll events.

STUDENT TIME AND ATTENDANCE REPORTING – Hourly Student Employees Only

Timekeeping and time reporting for hourly-based student jobs are accomplished by utilizing the Kronos time and attendance system. Please refer to **Guidelines for Student Payroll Timekeeping and Time Reporting**, available on the Payroll Office web site at <http://www.indstate.edu/sites/default/files/media/payroll/docs/guidelines-for-isu-student-payroll-timekeeping.docx>. Log in instructions for authorized users are also available on this web site.

STUDENT EMPLOYEE ROSTERS

The Student Employee Roster lists all student employees authorized to work in each department during the pay period and are emailed to departmental timekeepers on the last day of the pay period. The roster also displays the employees' position-suffix numbers, the rate of pay, and whether the job is Primary or Secondary. Federal Work Study funding is also indicated. The roster is provided for the purpose of departmental review of the data displayed. Any inaccuracies should be reported to the Payroll Office promptly. For detailed instructions, please refer to **ISU Student Payroll Reporting – Timekeeper Procedures**, available on the Payroll Office web site at <http://www.indstate.edu/sites/default/files/media/payroll/docs/guidelines-for-isu-student-payroll-timekeeping.docx>.

ROSTER OF GRADUATE ASSISTANTS

The Roster of Graduate Assistants lists by department all graduate assistants for whom Payroll has received a Graduate Assistantship Pay Authorization applicable to the current academic term. It is emailed to departmental timekeepers on the last day of the pay period. An authorized departmental representative who has direct knowledge of graduate assistant activities is required to notify Payroll if a GA is not meeting the conditions of their Assistantship or is no longer working in the Department.

SIGNATURES/APPROVALS

Hourly Student Employees: Hours worked by student employees in hourly positions are processed in the Kronos time and attendance system by telephone clocking transactions or other approved method. Required approvals are applied electronically.

Graduate Assistants: Graduate assistants enter worked hours into Kronos each week and approve timecards electronically at the end of each pay period. Required departmental approvals are applied electronically.

OVERTIME

Any hours worked in excess of 37.5 hours in the defined work week will be paid at the overtime rate of 1-1/2 times the employee's base hourly rate (or blended rate if the employee works multiple jobs with different pay rates). Weekly service hours committed by a graduate assistantship are included toward the overtime threshold. The overtime expense will be charged to the hourly job being worked when the 37.5 hours were surpassed.

PAYROLL DEDUCTIONS

Deductions from pay are made when the Payroll Office receives the appropriate authorization. There are no voluntary deductions available on the Student Payroll. Involuntary deductions, such as child support, tax levies and garnishments, are ordered by a court or government agency and will be taken in accordance with the order on each pay with no exception.

PAYROLL TAXES

Deductions from paychecks are made on each pay for federal, state, and local county income tax withholding, and for Social Security taxes when applicable. Student employees may be exempt from Social Security taxes during the academic year and while attending Summer Session classes. Students who are not attending Summer Session classes will have Social Security taxes withheld from their pay during the summer term. Employees should provide the Payroll Office with new federal and/or state withholding forms whenever a change in status occurs, such as a change in personal allowances, marital status, or a change in residence which may affect county tax withholding. Tax withholding forms are available in Payroll Office and on the Payroll website at: <https://www.indstate.edu/payroll/forms/employee-forms> or may be updated online through Employee Self-Service.

DIRECT DEPOSIT

Effective July 1, 2000, all newly hired employees are required to authorize electronic direct deposit of their pay. All other employees are encouraged to take advantage of the benefits of direct deposit. Employees are asked to provide a voided check or deposit slip to verify account information. Please be sure to notify the Payroll Office promptly and provide a new authorization when changing financial institutions or account numbers. Direct deposit authorization forms are available in the Payroll Office or on the Payroll web site. Direct deposit may also be updated through the MyISU Portal via the Employee Self-Service badge.

PAYROLL ISSUE DATES

All University payrolls are issued on regularly scheduled dates, which are posted on the Payroll web site at <https://www.indstate.edu/payroll/pay-dates>. Student Payrolls are issued biweekly on every other Friday. Special schedules may apply for holiday periods, and notification to departmental timekeepers is provided via email. Employees utilizing ACH direct deposit receive an electronic notification of pay, sent to their University-designated email address on the scheduled pay issue date.

JOB CONTINUATION – Hourly Student Employees Only

An employing department may arrange for their returning student employees to continue working in the following academic year. In early summer, the Payroll Office distributes the Job Continuation Form and instructions for completing the rehire process. Timely completion of this form by the employing department enables the student employee to continue working in the next academic year without repeating the referral process.

DISMISSALS – TERMINATIONS – CANCELLATIONS

Non-Exempt (Hourly) Student Employees: Student jobs authorized by Student Employment Programs through the referral process will remain active until terminated by the student or employing department, or until the student becomes ineligible for student employment. When a student employee no longer works for an employing department, whether voluntarily or involuntarily, the Student Employee Release Form is to be completed by the appropriate supervisor and sent to the Payroll Office. The Student Employee Release Form is an official notification to the Payroll Office that the student employee has been dismissed from the position. This form is available on the Payroll web site. After the final time record and the Student Employee Release Form are processed by the Payroll Office, the student employee's name will no longer appear on the roster. Arrangements for the return of University property should be made prior to the final pay. According to Indiana statute, final pay may not be withheld.

Graduate Assistants: When a graduate assistant resigns or is otherwise no longer fulfilling the terms of the assistantship, the awarding department is to notify the College of Graduate and Professional Studies by promptly submitting a Termination of Awarded Graduate Assistantship Form.

Payroll Office

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Student Payroll Coordinator

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Student Employment Programs

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