STUDENT PAYROLL POLICY

Payroll is working hard to meet out students’ payroll needs, to improve our payroll processes and communications. Thank you for your patience and understanding as we process incoming work – particularly at the start of each term. We hope this overview will create the initial foundation of knowledge that will help us all over time.

Payroll’s Commitment to You:

I. Timely Processing

Student Payroll processes student work authorizations as they are received. We are usually able to complete actions within two days of receiving your e-mail at usm.studentpayroll@maine.edu, provided all the necessary forms are included with the packet.

II. Notification

Payroll will notify supervisors and students via e-mail that their hiring paperwork has been processed. Payroll will issue e-mail notifications once a week for all actions processed since the last notification.

To help expedite the processing of work authorizations and accompanying forms please include a complete hiring packet for your student which includes:

1. USM Work Authorization for Students and the Statement of Understanding:
   -required for all new hires and rehires (when student is hired for the Fall semester, the work auth is entered for the entire fiscal year. Therefore, it is not necessary to send another work auth in for the Spring semester unless there are changes).
   
   -the authorized time approver signs the work auth, supervisor and employee signatures are required on the Statement of Understanding.

2. I-9: Use the most current form available on the HR Forms page. There are instructions that accompany it. When offering a job to a student, provide them with the list that accompanies the I-9 of the original identification that is needed to complete the I-9. **No forms will be processed until the I-9 has been received.** If the verification is not provided within three days of starting work, you must have the student stop working until the information is provided.
3. W-4s: Both the Federal W-4 and the Maine W-4 are required and must be signed by the student.

4. Direct Deposit Form: this form must accompany the packet. It is a requirement of the University to have checks directly deposited into an account. The student should be made aware that direct deposit can take up to 10 days to take affect so their first paycheck might be a paper check.

5. Student Employee Break Waiver Form (if applicable)

6. Confidentiality Form (if applicable)

III. Additional Information

- Payroll only needs a complete, timely hiring packet to get the student set up to be paid. As the supervisor, you can be confident that your student will be paid in a timely manner if you are using a two week lead time to get forms to Student Payroll. Please prepare your student that it might be the next pay cycled before they receive their first paycheck.

- Off-Cycle Check Process

If the student misses entering time by the deadline, then the time needs to be entered and the supervisor needs to approve it. This time will automatically be paid the next pay cycle. If, after conferring with the student, the student states they cannot wait until the next pay cycle, an off-cycle check request can be made and sent to usm.studentpayroll@maine.edu. All requests for off-cycle checks must include:

- Employee Name
- EMPLID
- Rate of Pay
- Employee Record Number
- Dates and Hours Worked
- Reason for Request

No off-cycle can be approved without time being entered on the timesheet and approved by the supervisor. There is a one-time only request for each student.
STUDENT PAYROLL POLICY

Off-cycle checks are only run on Thursdays that are not holidays or production payroll days. Direct deposits are sent to the bank the afternoon of the off-cycle run. If the student does not yet have direct deposit a paper check will be issued. Checks are printed in the late afternoon in Bangor. The checks are available the following Monday at the HR/Payroll office, 128 School Street, Gorham. Business hours are 8:00 – 4:30, Monday through Friday except on observed holidays.

- Monitor and approve your student time weekly. Time should be entered the same day as worked. If late entry continues, deal with it as a performance issue and follow HR’s progressive discipline processes.
- Approve timesheets on a timely basis. Preschedule your calendars to approve time. Confirm you are on the Student Pay Listserv to assure you get Holiday deadline messages and other important student payroll information. Read the bullet points in the supervisor signature section of the work authorization contract to assure you are aware of your responsibilities. Establish a back-up time approver within your department. This person will need to be a regular employee with approval capabilities and you will need their permission to designate them as a back-up. The work authorization has a space to list this person.

Approving federal work study time after the funding end dates will cause the funding to be charged to your department funds.

Take care with students working multiple jobs to avoid overtime. Overtime is not permitted for federal work study. Overtime is charged to Department funds. Ask your student to let you know if they ever start another position.

Monitor your student’s awards bi-weekly to see how much remains. Otherwise, your Department’s budget may be charged an unexpected expense. The FWS Award is on the student’s timesheet or you may use this link for instructions for two other methods: http://www.usm.maine.edu/hrs/supervisors then select the “Review Work Study Awards”.

This document is posted on the Supervisor Quick Link from the HR home page: http://www.usm.maine.edu/hrs/supervisors
Then select Student Payroll and Service Overview

Revised 2/1/2016