STUDENT PAYROLL PROCESSING TIPS AND REMINDERS

- Please remind students who need to sign in that the original Social Security card is required in addition to the documents required for I-9 completion. Please provide them a copy of the list of acceptable documents on the back of the I-9 to avoid processing/hiring delay.

- Students must not begin to work until the email notification that the student may begin working is received from Payroll.

- Any changes to the student status (i.e., salary/position changes, concurrent appointments) must be keyed in CMS prior to the Rapid Time Entry in order for the information to be available for input (e.g. prior to June 1st for changes effective May 2006).

- Quantity – is where the number of hours worked in the pay period is reported. Key the total <u>decimal</u> hours (not hours and minutes) in this field. To alleviate the issue of departments reporting the incorrect hours, Payroll will have the timesheets for the new fiscal year display only the decimal value on it.

- Override Rate – this is only applicable to those departments who hire students in the same position with multiple rates of pay based on job duties.

- Task Column – is for the Library and Physical Plant use only.

- Rapid Time Entry – if late timesheets are received for the pay period you are currently processing, you can reopen the batch and add to it as long as the session is still open. Once the session is closed, submit any late timesheets manually as an exception. Paychecks for late timesheets (received after Rapid Time Entry has ended) will be distributed with the Master Payroll.

- Reconciliation process – <u>the timesheets must be reconciled against the CD048</u> for accuracy prior to submitting the documents to Payroll. Please report any discrepancy to Payroll immediately by sending an email to DL-Payroll with the student name, CWID, and Dept ID and correct and initial the document. If the notification is received by Payroll prior to submitting the file to the State Controller's Office, Payroll may be able to fix/correct the error.

- Separations – students who resigned prior to the end of their appointment must be paid immediately. Please key the separation in CMS and submit the Confirmation Ticket and the timesheet to Payroll on their last day. Hours worked must not be submitted through the Rapid Time Entry.

- Incorrect information in CMS – when you discover incorrect information in CMS (e.g., rate of pay, job code, etc.), please submit a revised Confirmation Ticket with a short explanation of the correction, have the appropriate administrator sign it, and submit it to Payroll for processing.