STUDENT PAYROLL PROCESSING GUIDELINES

1. Students must be hired in CMS, sign-in in Payroll, and be approved by Financial Aid and/or Payroll prior to working. Non-Federal Work Study student must bring the original confirmation ticket with the appropriate administrator’s signature and a completed CMS application to sign-in.

   Note: Send original Federal Work-Study confirmation ticket and application to Financial Aid.

2. Hours worked by students are submitted through CMS through the Rapid Time Sessions (RTS) at the beginning of the month following the close of each pay period. A notification is sent by Payroll at the beginning of each pay period when RTS is available with processing instructions/deadlines. Only hours for the current pay period in process should be submitted in the Rapid Time Sessions. Hours for prior pay periods and those with issues and/or that cannot be submitted through the RTS must be submitted manually. Do NOT add/write them on the CMS generated CD048s.

3. DO NOT submit hours through Rapid Time Sessions if timesheets are not signed as the hours will be deleted. Once the timesheet has been signed, submit it with a manual CD048 to Payroll for processing.

4. Make sure to audit the student timesheets against the CD048 for accuracy prior to submitting them to Payroll to avoid processing delay. Send an email to DL-Payroll if an error is discovered and correct the documents accordingly prior to submittal. The timesheets must be in the same order as they appear on the CD048 whether manual or CMS generated.

5. Payments for hours/timesheets that are submitted manually will be disbursed after the scheduled payday, since data verification is required prior to processing. Please notify the affected employees of the delay.

6. Timesheets must be signed and dated by the student and his/her supervisor on or after the student’s last day worked in the pay period. Incomplete/incorrect paperwork will be returned to the department and is likely to cause a delay in pay.

7. When an issue arises or an error is made in CMS please contact your Payroll Account Representative for assistance.

8. Students may be hired in multiple concurrent positions provided that the positions have the same tax status (exempt or non-exempt from retirement/tax deductions) and that the total hours worked does not exceed the maximum allowed (20 hours per week when classes are in session, up to 40 hours per week during fall recess, winter recess, between semesters, and spring recess).

9. ALWAYS refer to the Attendance and Pay Schedule for maximum hours allowed to be worked for the month, inclusive dates for the pay period, and due dates for submission to Payroll to make sure student payroll is correct and in compliance with the published guidelines.

Processing Guidelines_Rev_09Aug11