WHAT WE WILL COVER DURING THIS TRAINING

• Definitions
• New Student Hiring Overview
• Rehired Student Hiring Overview
• Current Student Hiring Overview
• Work Authorization Forms
• Hire Periods
• Payroll Packet
• Form I-9 Acceptable Documents
• Background Clearances
• Timeline for Summer & Fall 2024
• Separations
• Next Steps
• Student Payroll Reminders
• eTime
• Position Numbers & Wage Types
• Payroll Deadlines & Calendar
DEFINITIONS

- New Hire – never worked as a student employee at SU.
- Rehire – previously worked as a student employee at SU.
- Current – actively on payroll as a student employee at SU, whether they are actively working for a department or not.
- Students working for Dining Services are employed by Aramark, not SU.
- Student Worker – a student employee position, primarily held by undergraduate students but also open to graduate students; funded by department budget or Federal Work Study (undergraduate only).
- Federal Work Study (FWS) – a source of funding for undergraduate students as determined by the FAFSA and the Financial Aid Office; available during the fall and spring semesters.
- Graduate Assistant (GA) – a student employee position exclusive to graduate students; managed by the Graduate School; hired through Job X.
- Student Payroll Position (SPP) – a student employee position, primarily held by graduate students but also open to undergraduate students; managed by the Graduate School; hired through Job X.
STUDENT HIRING OVERVIEW FOR NEW STUDENT WORKERS

- Department posts position to Handshake; student applies for position and is contacted by Department for an interview.
- Once Student is hired by Department, both parties complete Work Authorization Form and submit it to Human Resources.
  - Please list an actual preferred start date instead of ASAP; we will do our best to accommodate the date you selected.
  - Please provide a descriptive job title other than “student worker” (e.g. Office Assistant, Computer Lab Attendant, etc.), and please avoid using abbreviations (e.g. PA for Program Assistant, EM for Equipment Manager, etc.)
- Human Resources submits Work Authorization Form to Financial Aid Office to determine student’s Federal Work Study eligibility (fall/spring only).
- Student submits payroll packet, clearance forms, social security card, and original I-9 documentation to Human Resources.
- Human Resources emails background check instructions and codes to Student, copying Department.
- Student Payroll processes hire action in SAP and sends “Authorized to Work” email to the Student and Department; email will include eTime instructions, payroll deadlines, and confirmation of hiring period.
STUDENT HIRING OVERVIEW FOR REHIRED STUDENT WORKERS

• Department posts position to Handshake; student applies for position and is contacted by Department for an interview.

• Once Student is hired by Department, both parties complete Work Authorization Form and submit it to Human Resources.
  • Please list an actual preferred start date instead of ASAP; we will do our best to accommodate the date you selected.
  • Please provide a descriptive job title other than “student worker” (e.g. Office Assistant, Computer Lab Attendant, etc.), and please avoid using abbreviations (e.g. PA for Program Assistant, EM for Equipment Manager, etc.)

• Human Resources submits Work Authorization Form to Financial Aid Office to determine student’s Federal Work Study eligibility (fall/spring only).

• Student submits payroll packet and clearance forms to Human Resources. Student only needs to submit social security card and original I-9 documentation to Human Resources if valid copies are not already on file.

• Human Resources emails background check instructions and codes to Student, copying Department, only if their previous clearances have expired.

• Student Payroll processes hire action in SAP and sends “Authorized to Work” email to the Student and Department; email will include eTime instructions, payroll deadlines, and confirmation of hiring period.
STUDENT HIRING OVERVIEW FOR CURRENT STUDENT WORKERS

- Department posts position to Handshake; student applies for position and is contacted by Department for an interview.
- Once Student is hired by Department, both parties complete Work Authorization Form and submit it to Human Resources.
  - Please list an actual preferred start date instead of ASAP; we will do our best to accommodate the date you selected.
  - Please provide a descriptive job title other than “student worker” (e.g. Office Assistant, Computer Lab Attendant, etc.), and please avoid using abbreviations (e.g. PA for Program Assistant, EM for Equipment Manager, etc.)
- Human Resources submits Work Authorization Form to Financial Aid Office to determine student’s Federal Work Study eligibility (fall/spring only).
- **Student is not required to complete another payroll packet or resubmit their Social Security Card, I-9 Documentation, and Clearances.**
- Student Payroll processes hire action in SAP and sends “Authorized to Work” email to the Student and Department; email will include eTime instructions, payroll deadlines, and confirmation of hiring period.
Only for Student Worker positions

Graduate Assistants and Student Payroll Positions are hired based upon the hiring email issued by the Graduate School.

New Hires & Rehires – submit at time of hire for the appropriate hire period:
- Fall & Spring (full academic year)
- Fall only, Winter only, Spring only, Summer only

Current employees:
- At the start of every academic year (fall) – annual Federal Work Study review
  - Work authorization forms are not required for current students working during winter and summer – Student Payroll will reach out to departments to identify students continuing to work during these terms.
- Extension to hire period (e.g. fall only hire continuing for spring only)
- Change to pay rate
- Change to cost center (e.g. Math department tutor reassigned to Learning Center)
- Addition of new position
  - Students may hold multiple positions on campus, as long as they do not exceed a combined 40 hours/week.
  - Students receiving FWS are awarded a finite amount of funds; students who continue to work after exhausting those funds may have additional earnings charged to the department’s budget. For the 23-24 academic year, the maximum award is $3,480 (student should refer to their individual award amount in myShip).
Upon receipt of Work Authorization Form, Student Payroll will assign student a **Hire Period**:

- **HIRE PERIODS**

<table>
<thead>
<tr>
<th>HIRE PERIOD</th>
<th>2023-2024</th>
<th>2024-2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Academic Year (Fall &amp; Spring)</td>
<td>8/26/2023-5/10/2024</td>
<td>8/24/2024-5/9/2025</td>
</tr>
<tr>
<td>Fall only</td>
<td>8/26/2023-12/15/2023</td>
<td>8/24/2024-12/13/2024</td>
</tr>
<tr>
<td>Winter only</td>
<td>12/16/2023-1/19/2024</td>
<td>12/14/2024-1/17/2025</td>
</tr>
<tr>
<td>Spring only</td>
<td>1/20/2024-5/10/2024</td>
<td>1/18/2025-5/9/2025</td>
</tr>
<tr>
<td>Summer only</td>
<td>5/11/2024-8/23/2024</td>
<td>5/10/2025-8/22/2025</td>
</tr>
</tbody>
</table>

- Upon expiration of **Hire Period**, eTime record will no longer appear, although the student will not be separated from employment until approx. 4-6 months after date of last pay.
- Extending the **Hire Period** will prevent the student’s employment from being terminated.
- Departments should still **Submit Terminated Users** in eTime for students they know are not returning.
- **PLEASE NOTE**: the end of the **Hire Period** will come *before* the **Term Date** noted in eTime on the **All Active Students** report. This allows extra time for Timekeepers to approve time before payroll closes for the pay period. Student Payroll will communicate with departments when the actual **Hire Period** is coming to an end for their students.
PAYROLL PACKET

- Student Employee Data Sheet – NEED LEGAL PERMANENT ADDRESS ON ALL DOCUMENTS; STUDENT CAN ALSO PROVIDE OFF CAMPUS LOCAL ADDRESS FOR MAILING PURPOSES.
- Form W-4, Employee's Withholding Certificate – ONLY REQUIRED TO SELECT STANDARD DEDUCTION IN SECTION 1C
- Local Earned Income Tax Residency Certification Form – RESIDENT PSD CODE AND RATE ARE NOT REQUIRED
- Employee’s Nonwithholding Application Certificate – ONLY FOR RESIDENTS OF MD, NJ, OH, VA, WV
- Local Services Tax - Exemption Certificate (optional) – MUST BE RENEWED ANNUALLY TO MAINTAIN EXEMPTION
- Form I-9, Employment Eligibility Verification – SECTION 1 ONLY
- Form I-9, Preparer and/or Translator Certification – ONLY IF APPLICABLE
- Direct Deposit Authorization Form – REQUIRED (voided check or deposit slip recommended to confirm routing and account numbers)
- Confidentiality Statement
- Workers' Compensation Employee Notification and Information (2 forms) – IF INJURED, MUST REPORT TO HR; WILL BE REFERRED TO DESIGNATED HEALTH CARE PROVIDER FOR TREATMENT. LIST IS AVAILABLE ONLINE: www.ship.edu/about/offices/hr/health-and-safety/workers-compensation
- SU Information Release Authorization – ALL CLEARANCES MUST BE COMPLETED AND RESULTS SUBMITTED WITHIN 45 DAY PROVISIONAL HIRE PERIOD
- SU FBI Fingerprint Questionnaire
- SU Background Clearance Certification – MUST CHECK OFF ALL BOXES IN SECTION 4
For local off campus address, not SU on campus address
ALL STUDENT EMPLOYEES PAY RESIDENCY TAX TO PENNSYLVANIA EXCEPT FOR STUDENTS WITH A LEGAL PERMANENT ADDRESS IN MARYLAND, NEW JERSEY, OHIO, VIRGINIA, AND WEST VIRGINIA WHO SUBMIT THIS FORM.

ALTHOUGH THE COMMONWEALTH OF PENNSYLVANIA HAS A RECIPROCITY AGREEMENT WITH INDIANA, PASSHE DOES NOT.
LOCAL SERVICES TAX – EXEMPTION CERTIFICATE

APPLICATION FOR EXEMPTION FROM LOCAL SERVICES TAX

A copy of this application for exemption from the Local Services Tax (LST), and all necessary supporting documents, must be completed and presented by your employer AND to the political subdivision levying the Local Services Tax when you are principally employed.

This application for exemption from the Local Services Tax must be signed and dated.

No exemption will be approved until proper documentation has been received.

Name:
Address:
City/State:
Zip:
Sec: 2:
Phone #:

REASON FOR EXEMPTION

1. MULTIPLE EMPLOYERS: Attach a copy of a current pay statement from your principal employer that shows the name of the employee, the length of the payroll period, and the amount of Local Services Tax withheld. List all employees on the reverse side of this form. You must notify your other employers of a change in principal place of employment within two weeks of the change.

2. EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN SHIPPENSBURG TOWNSHIP (municipality or school district) WILL BE LESS THAN $12,000. Attach copies of your last pay statements or your W-2 for your prior year.

If you are self-employed, please attach a copy of your PA Schedule C, F, or E for the prior year.

3. ACTIVE DUTY MILITARY EXEMPTION: Please attach a copy of your orders directing you to active duty status. Annual training is not eligible for exemption. You are required to advise the tax office when you are discharged from active duty status.

4. MILITARY DISABILITY EXEMPTION: Please attach a copy of your discharge orders and a statement from the U.S. Veterans Administration documenting your disability. Only 100% permanent disabilities are recognized for this exemption.

EMPLOYER: Once you receive this Exemption Certificate, you shall not withhold the Local Services Tax for the portion of the calendar year for which this certificate applies, unless you are otherwise notified or instructed by the tax collector to withhold the tax.

Tax Office: Cumberland County Tax Bureau
Address: 21 Waterford Drive, Suite 201
City/State: Mechanicsburg, PA
Zip: 17055

IMPORTANT NOTE TO EMPLOYERS

1. The municipality is required by law to assess the LST employee whose annual income from all sources (employers and self-employment) in their municipality is less than $12,000 when the local rate exceeds $10.00.

2. The school district for the municipality in which your work(s) is located may waive the tax or LST. If it does, the income exemption provided may differ from the municipality and can be anywhere from $0 to $12,000.

3. Contact the tax office where your business worksites are located to obtain this information.

LST Exemption 10-07

Only need to provide information for off campus employers
HR is required to complete section 2 within 3 days of employee’s start date.
FORM I-9 ACCEPTABLE DOCUMENTS

- One item from List A or one item each from List B and List C
- Must present original documentation to HR staff in person.
- All students need to present their Social Security Card to ensure their legal name is entered in the payroll system (SAP).
- If the student is using their Social Security card to satisfy Form I-9 (List C), they must present their original card; if they are only presenting it to verify their legal name for payroll, a copy of the card will suffice.

Comprehensive list with samples available at: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents
Students without a traditional bank account can use a finance app, such as Cash App or Venmo. Bank account updates must be submitted by close of business Wednesday during a payroll processing week (refer to Payroll Calendar).

If a student’s direct deposit does not go through, the student will be contacted by Student Payroll to update their banking information and a check will be mailed to them from PASSHE (typically on Tuesday following pay date).
WORKERS' COMPENSATION EMPLOYEE NOTIFICATION

The Workers' Compensation Act is designed to provide reimbursement for reasonable medical care for someone who suffers an injury arising in the course of his employment and causally related therein. Pursuant to the Act, your employer will provide payment for reasonable surgical and medical services, services rendered by physicians or other health care providers, medicines and supplies, as and when needed.

If you require emergency medical treatment, you may seek it from any provider. However, any subsequent non-emergency treatment shall be obtained from one of the designated health care providers whose names appear on the list posted on your employer's premises. You must obtain treatment from one of these providers for ninety (90) days from the date of your first visit to that provider, otherwise, your employer shall not be responsible for payment of your non-emergency medical bills for that first ninety (90) days.

During the initial ninety (90) days from the date of your first visit, you have the right to switch from one health care provider on the list to another and that treatment will be paid for by your employer.

If a designated health care provider refers you to seek treatment from another health care provider whose name is not on the list, your employer will pay for treatment rendered by the provider to whom you were referred.

Naturally, you have the right to seek treatment or medical consultation from a non-designated health care provider during the initial ninety (90) day period following the first visit, but you are personally responsible for payment for those services.

You have the right to seek treatment from any health care provider at the expiration of the ninety (90) day period from the date of your first visit. This treatment will be paid for by your employer unless the treatment is found to be unreasonable or unnecessary by a utilization review organization pursuant to the utilization review process contained in the Pennsylvania Workers' Compensation Act.

Your employer will be responsible for the cost of that treatment after the initial ninety (90) day period has ended but only if you notify the employer that you are receiving treatment from a non-designated health care provider and only if that notice is provided to your employer within five (5) days after the first visit to that provider. If you provide notice to your employer of treatment by a non-designated provider more than five (5) days after the first visit to that provider, the employer will not be responsible to pay for treatment rendered by that non-designated provider until it receives notification from you that you are receiving such treatment.

Should invasive surgery be prescribed by a designated health care provider, your employer will pay for an additional opinion from a health care provider of your choice. If the additional opinion differs from the opinion of the designated health care provider and if the additional opinion provides a specific and detailed course of treatment, you will then determine which course of treatment to follow. If you choose to follow the procedures recommended in the additional opinion, your employer will pay for such procedures performed by one of its designated health care providers and will not be responsible for payment for treatment provided by a non-designated provider for a period of ninety (90) days from the date of your visit to the health care provider from whom you obtained the additional opinion.

I HEREBY ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF AND UNDERSTAND MY RIGHTS AND DUTIES UNDER THE WORKER'S COMPENSATION ACT AS SET FORTH HEREIN.

Date: ________________________
Employee Name: ________________________
Employee Signature: ________________________

Employee Re-Notification

I hereby acknowledge that I have been informed again and that I understand my rights and duties under the Worker’s Compensation Act. I have received a copy of this Worker’s Compensation employee notification form.

Date: ________________________
Employee Name: ________________________
Employee Signature: ________________________

Workers’ Compensation Information

The following information is being provided to you in compliance with 34 Pa. Code §121.30.

1) The workers’ compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

2) Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers’ compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

3) You should report immediately any injury or work-related illness to your employer.

4) Your benefits could be delayed or denied if you do not notify your employer immediately.

5) If your claim is denied by your employer, you have the right to request a hearing before a workers’ compensation judge.

6) The Bureau of Workers’ Compensation cannot provide legal advice. However, you may contact the Bureau of Workers’ Compensation for additional general information at Bureau of Workers’ Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2601; telephone number within Pennsylvania (600) 492-2363; telephone number outside of this Commonwealth (717) 772-4447; TTY (800) 362-4229 (for hearing and speech impaired only); www.state.pa.us; PA Keyword: workers comp.

Employee’s Name: ________________________
Employee’s Signature: ________________________
Date: ________________________
SHIPPENSBURG UNIVERSITY
INFORMATION RELEASE AUTHORIZATION
Student Employee

I, ___________________________, hereby authorize any educational institution, any past or present employer (including any branch of the armed services), any local, state, or federal government agency (including any laws enforcement or security agencies) to release to Shippensburg University through its authorized representative(s) bearing this authorization, all information concerning me. I understand that all required clearances must be submitted within the 45 day provisional hire period. Failure to submit all clearances by the end of the 45 day provisional hire period will result in an employment status, and subsequently, termination of employment.

I voluntarily agree to this investigation of my background with the knowledge and understanding that whatever information is obtained is for the official use of Shippensburg University and will not be released to any other parties.

I further understand any information obtained during such investigation may only be used to determine my fitness, competence, and ability for the purpose of working at Shippensburg University.

I release Shippensburg University from any liability which may result from making this investigation. Furthermore, I hereby forever release anyone who has knowledge or information concerning my employment history and criminal history from any claims or demands from liability or damages for disclosure of true and accurate information provided by this investigation. This authorization shall supersede and countermand any prior request or authorizations to the contrary.

I further authorize the use of photocopies of this authorization and agree to provide copies of such results if they are sent directly to me.

PLEASE PRINT CLEARLY BELOW

Name: ____________ _______ _______ M.I.
Home/Cell/Work Phone: ___________________ SU Email Address:
Current Address:
City/State/Zip Code:
Hiring Department:
Date of Birth: ___________________ Timekeeper:
Date of Hire: ___________________ Date:
Signature: ___________________ Date:

Were you previously employed at Shippensburg University (this does not include Dining Services, Bookstore, or UPS Store)? (please circle one) YES or NO

Have you completed employment or internship clearances in the past five years? (please circle one) YES or NO

Shippensburg University
FBI Fingerprint Questionnaire
Applicant Information for Act 114 FBI Criminal Search With Fingerprints

Name: ___________________ ___________________ ___________________
Last First M.I.

Alias: ___________________ ___________________ ___________________
Including Maiden Names

Phone: ___________________ ___________________ ___________________
Home/Cell/Work

Address: ___________________ ___________________ ___________________
Home/Permanent
City/State/Zip
City/State/Zip

Email: ___________________ ___________________ ___________________
Ship to: Personal

Place of Birth: ___________________ ___________________ ___________________
City and State
Country

Gender: ☐ Male ☐ Female
Ethnicity: ☐ Hispanic ☐ Non-Hispanic

Hair Color: ___________________ ___________________ ___________________
Eye Color: ___________________ ___________________ ___________________

Height: ___________________ ___________________ ___________________
Weight: ___________________ ___________________ ___________________

Race: ☐ Asian ☐ Caucasian/Euro American ☐ Black ☐ Native American

Signature: ___________________ Date: ___________________
Section 4. Application for Background Checks

I certify that I have applied or will apply for the following required background clearance checks:

- A report of criminal history record from the Pennsylvania State Police (PSP) or statement from the PSP that no criminal record exists.
- Certification from the Pennsylvania Department of Human Services as to whether I am named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded report or indicated report of child abuse.
- A report of federal criminal history record information. I understand that I must submit a full set of fingerprints to the PSP to obtain this report if I have not been a resident of Pennsylvania for the entirety of at least the last 10 consecutive years prior to the date of this application.
- I further certify that I have provided or will provide copies of the completed request forms and results for these background checks to Shippensburg University. (Appropriate forms may be attached to this Certification Form.)
BACKGROUND CLEARANCES

- Students are hired under a one-time 45-day provisional hire period, beginning with their employment start date.
- If a student quits one job to fulfill another, they are still bound by their original provisional hire period; their 45-day window will not restart.
- All clearances must be completed and submitted to Human Resources within the provisional hire period in order for employment to continue.
- If a student fails to complete and provide all necessary clearances within 45 days, they will be locked out of eTime and must stop working immediately.
- Shortly thereafter, the student’s employment will be terminated, and they will be separated from payroll.
## TIMELINE FOR SUMMER & FALL 2024

<table>
<thead>
<tr>
<th>Student Employee Population by Term</th>
<th>Action</th>
<th>Proposed Date for Extending Hire Period/Submission of Work Auth Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current students continuing for Summer 2024</td>
<td>Student Payroll will reach out to departments to identify which students plan to work over the summer; their hire period end date will be extended <em>without</em> work authorization forms.</td>
<td>April 26, 2024</td>
</tr>
<tr>
<td>New students beginning in Summer 2024</td>
<td>Submit work authorization forms; student payroll packets will be processed in the order in which they are received; due to the influx of paperwork, it may take up to two weeks to process new hires in SAP.</td>
<td>May 3, 2024</td>
</tr>
<tr>
<td>Current students continuing for Fall 2024</td>
<td>Submit work authorization forms prior to the end of the spring semester.</td>
<td>May 10, 2024</td>
</tr>
<tr>
<td>New students beginning in Fall 2024</td>
<td>Submit work authorization forms; student payroll packets will be processed in the order in which they are received; due to the influx of paperwork, it may take up to two weeks to process new hires in SAP.</td>
<td>August 2, 2024</td>
</tr>
</tbody>
</table>
SEPARATIONS

Student Payroll is notified to terminate student employment in the following ways:

- Terminated users submitted by department through eTime *(preferred)*
- Inactive student report from Registrar’s Office (graduation, transfers, non-returning students)
- Students without payment activity within past 4-6 months (PASSHE report and/or routine audit by Student Payroll)
NEXT STEPS

Student Payroll is looking to further improve the hiring process by:

• Requiring clearances only for those positions that have “direct care, supervision, guidance or control” of minors
• Hosting group hiring sessions for fall new hires
• Updating the work Authorization Form (hard copy)
• Transitioning the Work Authorization Form to DocuSign
• Transitioning the Student Payroll Packet to DocuSign
Students cannot work until all paperwork and required documents are submitted and an “Authorized to Work” email has been sent by the Student Payroll office.

Students are not permitted to work during times they are scheduled to be in class.

Students may work during fall and spring breaks, finals week, and on holidays (should your office remain open).
eTIME CAPABILITIES

STUDENTS:
- Can enter time *only* for the current pay period.
- Can sign time for previous and current pay periods.
- Must enter and sign hours by the established deadline to ensure timely payment.

TIMEKEEPERS:
- Can enter student time for previous and current pay periods.
- Cannot sign time for students.
- Can approve student time even if students have not signed their hours. It is *strongly encouraged* that you approve hours as students work them instead of waiting until the end of the pay period.
- Can delete student time as long as they have not already approved the hours.
- *Please ensure that students are entering their time accurately; do not approve hours until after they have been worked. Back-to-back shifts require a 15-minute gap in eTime – it is understandable that hours will not be accurate in this instance.*

STUDENT PAYROLL can intervene in situations that cannot be resolved by Timekeepers.
TIME APPROVAL

- Select a department and you will be taken to the **Time Approval** tab.
- A list of **Unapproved Students** will appear (This is only students with unapproved time).
- You can change the view to **All Students** to see all students assigned to your department.
- When you select a student, you will see the dates and times they entered.
- It will also show the date they signed their time.
- Put a checkmark next to each entry and select **Approve**. (You can also **Delete** erroneous entries which will allow the student to re-enter their time correctly).
- If you approve time and then realize it was incorrect, please contact Student Payroll for assistance, **studentpayroll@ship.edu**.
A pink eTime record indicates that the student’s position has been terminated, not necessarily the student. This can happen in cases where pay rates are updated or the funding source changes (department funded to FWS). If you see that the student has more than one record, then they have not been terminated.
You can select the **Timesheets** tab to see all students in your department and their timesheets for the current and previous pay periods.

The **Add Time** tab will allow you to add time on a student’s behalf (e.g., in cases where they missed the Friday deadline). **When timekeepers manually enter time for a student, they still need to approve it separately and the student must still sign their hours in order to get paid.**
You can delete hours worked as long as you have not already approved them (if approved, you will need to contact Student Payroll to have the hours removed). Go to the Timesheets tab, put a checkmark to the right of the shift(s), and hit the Remove button.
TERMINATED STUDENTS

- Go to Submit Terminated Users tab
- “Please click here to load the student list”
- Select student(s)
- A Notes box will appear that allows you to enter the reason for termination and/or the termination date (optional)
- Hit Submit
- Students will appear on a report for Student Payroll to terminate position/employment in SAP.

(Alt text: The image shows a screenshot of a user interface with options for submitting terminated users, selecting students, and entering notes for termination.)
### Human Resources

**Submit Terminated Users**

Choose the students which are to be terminated from their position; you may add a note as to a specific termination date or reasons as to why the student is terminated. Once you select the payroll administrator(s) notifying them of the list of student to be terminated in SAP. You cannot "undo" a student once you select Submit.

Due to the large size of some departments, this list is hidden by default. Click the link below to display the students.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Student Name</th>
<th>Per Number</th>
<th>Position</th>
<th>Hire Date</th>
<th>Term Date</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Note...</td>
<td>Redacted</td>
<td>10142301</td>
<td>02/07/2024</td>
<td>05/22/2024</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Add Note...</td>
<td>Redacted</td>
<td>10142301</td>
<td>08/12/2023</td>
<td>02/23/2024</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Add Note...</td>
<td>Redacted</td>
<td>65300001</td>
<td>08/13/2022</td>
<td>05/08/2024</td>
<td>$7.25</td>
<td></td>
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</tbody>
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</tbody>
</table>
I would encourage you to look at the existing reports in eTime to see if they may help you manage your student employees and their time. The All Active Students report will show you the eTime Term Dates for each position.
The Personnel Number is the payroll equivalent of a Student ID number.

The Position Number is tied to the student’s source of funding for that position. Each position a student holds will be assigned a different Position Number.

The Hire Date is the start of the student’s Hire Period for that specific position. The date will change as updates are made to the position (Position Number/Funding and Pay Rate changes). **PLEASE NOTE:** a student will not appear in eTime until their Hire Date begins.

The Term Date is the last day that the student’s position will appear in eTime. It is *close to but not necessarily the same as* the end of the Hire Period (last day to work). Student Payroll will communicate with departments when the actual Hire Period is coming to an end for their students. For Spring 2024, the exact dates are as follows:

<table>
<thead>
<tr>
<th>Student Population</th>
<th>Hire Period end date (last day to work)</th>
<th>Term Date (last day record in eTime)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other positions</td>
<td>5/10/2024</td>
<td>5/22/2024</td>
</tr>
</tbody>
</table>

The **Hire Period / Term Date** will be extended by email notification to Student Payroll (summer/winter) or by submission of a Work Authorization Form (fall/spring).

Data is loaded to eTime daily at 6AM, 1PM, and 8PM.

This report can be downloaded to Excel for sorting and saving.

The Personnel Number is the payroll equivalent of a Student ID number.

The **Hire Date** is the start of the student’s Hire Period for that specific position. The date will change as updates are made to the position (Position Number/Funding and Pay Rate changes). **PLEASE NOTE:** a student will not appear in eTime until their Hire Date begins.

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</tr>
</thead>
<tbody>
<tr>
<td>All other positions</td>
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<td>5/22/2024</td>
</tr>
</tbody>
</table>

The **Hire Period / Term Date** will be extended by email notification to Student Payroll (summer/winter) or by submission of a Work Authorization Form (fall/spring).
### Position Numbers & Wage Types

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Wage Type</th>
<th>G/L Account</th>
<th>Position Numbers</th>
<th>Student Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Funded</td>
<td>0134</td>
<td>510585</td>
<td>10113883, 10157561,</td>
<td>Undergrad &amp; Grad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10157562, 10253948,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10253949, 10253950,</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>65300004</td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>0027</td>
<td>510591</td>
<td>10113880, 10259176,</td>
<td>Undergrad Only</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>10259177, 10259178,</td>
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<td>10259179, 10259180,</td>
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<td>10259206, 65300001</td>
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<tr>
<td>Federal Work Study America Reads</td>
<td>0136</td>
<td>510596</td>
<td>10113881, 10259902,</td>
<td>Undergrad Only</td>
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<td>10259904, 10259960</td>
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<td>65300002, 65300008,</td>
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<tr>
<td>Federal Work Study Community Service</td>
<td>0137</td>
<td>510595</td>
<td>10113882, 10157561,</td>
<td>Undergrad Only</td>
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<td>65300004</td>
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</tr>
<tr>
<td>Graduate Assistant The Graduate School</td>
<td>0126</td>
<td>510581</td>
<td>10143722, 10143723,</td>
<td>Grad Only</td>
</tr>
<tr>
<td></td>
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<td>10143724, 10143725,</td>
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<td>10143901, 10143902,</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10143905</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Information:**
- You can identify a student’s **Funding Source** based on their **Position Number**.
- The **Wage Type** corresponds to the **G/L Account** in your departmental budget.
- If you notice a discrepancy with a student’s position number/funding source, please notify Student Payroll.

### Additional Funding Sources
- **Grant Funded**
- **Institutional/Commonwealth Funded**
- **Student Payroll Position The Graduate School**
PAYROLL DEADLINES & REMINDERS

• Students must have their time entered by end of day on Friday (11:59 PM) prior to each payroll processing week. Timekeepers can enter hours for students the following Monday by noon.
• Students must have their time signed by noon on Monday of each payroll processing week.
• Timekeepers must approve all time by noon on Monday of each payroll processing week.
• **Any time that is not entered/signed/approved by the deadline will not be paid until the following pay date.**
• The eTime approval deadline does not change, even when payroll processing Monday falls on a holiday. In those cases, please make sure to approve student hours the Friday before the holiday.
• If you are a primary timekeeper, please ensure that a secondary timekeeper assumes your role in your absence.
• It is highly recommended that students track their hours on an independent tracking sheet in addition to eTime.
# Payroll Calendar

**Extra processing time Thursday AM due to Juneteenth Holiday**
Processing closes early on Tuesday PM due to Independence Day Holiday
Extra processing time Thursday AM due to Patriot Day (not an SU Holiday)
Early pay date on Wednesday due to Day After Thanksgiving Holiday

**The eTime deadline to enter time does not change; please encourage your students to enter their hours prior to the Thanksgiving Holiday.**

<table>
<thead>
<tr>
<th>Pay Period begins (Saturday)</th>
<th>Pay Period Ends; Deadline for Students to enter time by end of day @ 11:59 PM (Friday)</th>
<th>Deadline for Students to sign time and Timekeepers to approve time by noon (Monday)</th>
<th>Deadline for direct deposit updates; payroll closes @ 4:00 PM (Wednesday) unless otherwise noted</th>
<th>Check Date (Friday) unless otherwise noted</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2024</td>
<td>6/14/2024</td>
<td>6/17/2024</td>
<td>6/20/2024 @ 11 AM</td>
<td>6/28/2024</td>
</tr>
<tr>
<td>8/24/2024</td>
<td>9/6/2024</td>
<td>9/9/2024</td>
<td>9/12/2024 @ 11 AM</td>
<td>9/20/2024</td>
</tr>
<tr>
<td>9/21/2024</td>
<td>10/4/2024</td>
<td>10/7/2024</td>
<td>10/9/2024</td>
<td>10/19/2024</td>
</tr>
<tr>
<td>11/30/2024</td>
<td>12/13/2024</td>
<td>12/16/2024</td>
<td>12/18/2024</td>
<td>12/27/2024</td>
</tr>
</tbody>
</table>

Any manual updates made between the time eTime closes and payroll closes (Monday PM-Wednesday PM) will not be reflected in eTime.
Questions?

Student Worker hiring; Payroll Processing & eTime for all students
Brandi South
Student Payroll & Employment Coordinator
Human Resources
studentpayroll@ship.edu (preferred)
brsouth@ship.edu
www.ship.edu/hr/payroll
717-477-1124, option 2

Clearances
Crissy Diehl
HR Office Assistant
Human Resources
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717-477-1124, option 4

Workers Compensation
Anita Weaver
Benefits Manager
Human Resources
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717-477-1124, option 1

Handshake
Carole Rosenberry
Career Center Coordinator
Career Center
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717-477-1484

GA & SPP hiring
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Management Technician
Graduate School
tlmyers@ship.edu
717-477-1148