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.
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 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**:

<table>
<thead>
<tr>
<th>HIRE PERIOD</th>
<th><strong>2023-2024</strong> Dates are approximate and subject to change</th>
<th><strong>2024-2025</strong> Dates are approximate and subject to change</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

Name ____________________________ (as it appears on Social Security Card)

*Permanent Address (this is your home address—the address used to file your taxes)
Street __________________________________________
City ________________________ State ________ Zip Code ________
County ___________________________ Township/Borough ________

*Local Mailing Address (if different than Permanent Address above)
Street __________________________________________
City ________________________ State ________ Zip Code ________
County ___________________________ Township/Borough ________

Date of Birth ____________________ SU Campus Email ______________________
Cell Phone _____________________ Home Phone ______________________

Gender (check one)
Single
Female
Married
Widowed
Divorced
Separated
Prefer not to answer

Race (check one or more that best describe you)
American Indian or Alaskan Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Other
Prefer not to answer

Ethnicity (check one)
Hispanic/Latino
Not Hispanic/Latino

Step 1: Enter Personal Information
Social Security number _______________
Name ____________________________
City or street, state, and ZIP code _______________
State of residence (check one)
Single or Married filing separately
Married filing jointly or qualifying widow/widower
Head of household (check only if you're unmarried and you pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Step 2: Complete Steps 2-4 only if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, which can explain exceptions from withholding, and when to use the estimator at www.irs.gov/Withhold.

Step 3: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:
(a) Use the estimator at www.irs.gov/Withhold for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use the option;
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4b below;
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Step 4: Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 5: Sign Here
Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature ____________________________ (This form is not valid unless you sign it)

Date ____________________

Rev. 03/2014

Form W-4 page 2
**Residency Certification Form**

Local Earned Income Tax Withholding

**To Employers/Taxpayers:**

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes to the local DT collector. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change. Use the Address Search Application at www.revenue.pa.gov to determine RIC codes, DT rates, and tax collector contact information.

### Employee Information - Residence Location

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Date of Birth</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1871 Old Main Drive</td>
<td>Shippensburg University</td>
<td>Shippensburg</td>
<td>PA</td>
<td>17257</td>
<td>1978-01-01</td>
<td>717-477-7447</td>
</tr>
</tbody>
</table>

### Employee Information - Employment Location

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shippensburg University</td>
<td>1871 Old Main Drive</td>
<td>Shippensburg</td>
<td>PA</td>
<td>17257</td>
<td>717-477-7447</td>
<td></td>
</tr>
</tbody>
</table>

### Certification

Under penalty of perjury, I (we) certify that the information contained herein is true and complete.

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1978-01-01</td>
<td>Shippensburg</td>
<td>PA</td>
<td>17257</td>
<td>717-477-7447</td>
</tr>
</tbody>
</table>

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), RIC CODES and DT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website: www.revenue.pa.com/Act152

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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.
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).

Personnel Number is assigned at time of hire and is available in eTime.
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 all 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) 362-4228 (for hearing and speech impaired only); www.state.pa.us; PA Keyword: workers comp.

Employee’s Name: 

Employee’s Signature: 

Date: 

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

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
SHIPPENBURG UNIVERSITY
INFORMATION RELEASE AUTHORIZATION
Student Employee

PLEASE PRINT ALL INFORMATION CLEARLY AS REQUESTED

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 law enforcement or security agencies) to release to Shippensburg University through its authorized representatives any information concerning me, I understand that all requested 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: ____________________________  First ______  M.I. ______
Home/Cell/Work-Phone: ____________________________  SU Email Address: ____________________________
Current Address: ____________________________
City/State/Zip Code: ____________________________
Hiring Department: ____________________________
Date of Birth: ____________________________  Timekeeper: ____________________________
Date of Hire: ____________________________
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

Rev. 12/2021 CI

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

Name:
Alias: Including Maiden Names
Phone:
Address:
Home/Cell/Work-

Home Post Office:
City/State/Zip:
City/State/Zip:

Email:
Ship add.
Personal:
Place of Birth:
City and State:
Country:
Country:

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

Hair Color: ☐ Brown ☐ Black ☐ Other
Eye Color: ☐ Brown ☐ Black ☐ Other

Height:
Weight:

Race: ☐ Asian ☐ African American ☐ Caucasian/Latino ☐ Black ☐ Native American

Signature: ____________________________  Date: ____________________________
Shippensburg University
Background Clearance Certification
for Provisional Employment or Volunteering
(Under the Child Protective Services Law)

Please read this entire form carefully before completing it. This form is to be used by prospective employees/volunteers to meet the written certification requirement to be considered as a provisional hire or volunteer assignment. In certain limited circumstances, current employees/volunteers may need to complete this form.

Section 1. Personal Information

Full Legal Name: ________________________________

Any former names or aliases by which you have been identified: ________________________________

Section 2. Instructions

Please submit this form to Human Resources ________, (To be completed by the university).

If you have any question about whether to report an offense, you should report it. Failure to report may result in disqualification for employment.

List of Reportable Offenses

A Reportable Offense is defined under Pennsylvania's Child Protective Services Law, 23 P.S. §6344(c), consists of one or more of the following:

1. Provisions of Title 18 of the Pennsylvania Consolidated Statutes (relating to crimes and offenses) or an equivalent crime under the laws of other states or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania:
   - Chapter 25 relating to criminal homicide
   - Section 2702 relating to aggravated assault
   - Section 2705 relating to stalking
   - Section 3502 relating to kidnapping
   - Section 3502 relating to unlawful restraint
   - Section 3821 relating to rape
   - Section 3821 relating to statutory sexual assault
   - Section 3823 relating to involuntary deviate sexual intercourse
   - Section 3824 relating to sexual assault
   - Section 3925 relating to aggravated indecent assault
   - Section 3926 relating to indecent assault

2. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," committed within the preceding five-year period.

3. A furnished report of child abuse within the preceding five-year period in the statewide database maintained by the Department of Human Services.

Section 3. No Conviction

☐ I certify that I have not been convicted of any Reportable Offense or an offense similar in nature to a Reportable Offense under the laws or former laws of the United States or one of its territories or possessions; another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania. (See Section 2 for a list of Reportable Offenses.)

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 clearance checks to Shippensburg University. (Appropriate forms may be attached to this Certification Form.)

Section 5. Certification

By signing this form, I swear and affirm under penalty of law that the statements made in this form are true, correct, and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §6394, relating to unsworn falsification to authorities.

Signature: ____________________________

Date: ____________________________

This form has been developed by Pennsylvania’s State System of Higher Education and modified by Shippensburg University pursuant to Pennsylvania’s Child Protective Services Law, 23 P.S.C. §6344(c) et seq.

Revised April 12, 2019.
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.
Welcome to eTime Brandi South

My Departments

- HIRE ME #1 [63 Unapproved]
- History & Philosophy Department [1 Unapproved]
- Honors Program [14 Unapproved]
- Human Communication Studies Department [5 Unapproved]
- Human Resources [2 Unapproved]

* - denotes this dept is a virtual dept
{} - denotes this virtual dept's real dept name when its name doesn't fully contain it

Or enter the Cost Center Number

Human Resources

<table>
<thead>
<tr>
<th>Time Approval</th>
<th>Add Time</th>
<th>Timesheets</th>
<th>Messages</th>
<th>TimeKeepers</th>
<th>Virtual Depts</th>
<th>Email</th>
<th>Reports</th>
<th>Submit Terminated Users</th>
</tr>
</thead>
</table>

Unapproved Students | All Students

2 signed, unapproved entries.


Feb 24 to Mar 8, 2024

- Mon, Mar 4: 10:30AM - 12:30PM, 2.00 Signed Mar 4, Mar 4
- Mon, Mar 4: 2:30PM - 4:00PM, 1.50 Signed Mar 4, Mar 4

Week 1 total: 0.00
Week 2 total: 3.50
Pay Period Total: 3.50

Select: All, None, Signed, Unsigned

Approve | Delete
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.
## 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></td>
<td></td>
<td>10143901</td>
<td>02/07/2024</td>
<td>05/22/2024</td>
<td>$10.00</td>
</tr>
<tr>
<td>✔️ Add Note...</td>
<td></td>
<td></td>
<td>10143901</td>
<td>08/12/2023</td>
<td>02/23/2024</td>
<td>$10.00</td>
</tr>
<tr>
<td>✔️ Add Note...</td>
<td></td>
<td></td>
<td>65300001</td>
<td>08/13/2022</td>
<td>05/08/2024</td>
<td>$7.25</td>
</tr>
</tbody>
</table>

**Submit**
eTIME REPORTS

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>
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<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>
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<td>All other positions</td>
<td>5/10/2024</td>
<td>5/22/2024</td>
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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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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).
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.
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

<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>5/18/2024</td>
<td>5/31/2024</td>
<td>6/5/2024</td>
<td>6/14/2024</td>
<td></td>
</tr>
<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>

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

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

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
Questions?

Student Worker hiring; Payroll Processing & eTime for all students
Brandi South
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studentpayroll@ship.edu (preferred)
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