

MANUAL Student Employment Office Office of Career Services	SECTION Payroll Processing	PAGE 1 / 1
SUBJECT <i>Submitting Time</i>		REVISED 01/09

Student Employees are paid bi-weekly. To ensure that bi-weekly employees are paid on the scheduled pay date, time entry originators (employees for Web time entry and department originators for department time entry) must submit timesheets on the day of the bi-weekly payroll calculation for approvers to meet the Tuesday noon payroll approval deadline (5:00 p.m. deadline on Tuesday for superusers). Pay period beginning and ending dates, payroll calculation dates, and pay dates are identified in the Payroll Processing Schedule.

For assistance with this process, contact the University Payroll Office.

If a student employee is not on the report for that payroll calc, the department should check the HR Front End system to verify that the job has processed. If the job is active, and is correct, submit an approved adjustment through Workflow by noon on Tuesday for the payment to occur on the Friday of that week.