



HVERFORD

TO: Supervisors/Student Employees

FROM: Nancy Sunderland

SUBJECT: Student Payroll

DATE: August 18, 2010

WHEN IT BEGINS:

Student Payroll begins Monday August 30, 2010

BE SURE TO:

Print Student's Full Name-No Nickname on timsheet.

Enter Total Hours, Hourly Rate and Department **Code**-*All must be filled in for student to get paid.*

Time sheet must be signed by both the supervisor and the student.

NEW STUDENTS:

I-9 Forms & W-4 Forms to be filled out in Business Office if not done at non-academic registration. Must have two pieces of ID-social security card and picture ID.

Student are asked to sign up for direct deposit, but not mandatory.

DATES TO REMEMBER:

END OF MONTH: Time sheets are due in the Business Office unless it falls on a weekend than they are due the last Friday of the month. ***Time sheets must be in on time.***

15TH OF MONTH: Payday-Checks will be sent to the Students mail boxes.

PAY RATE:

\$9.00 TO START

\$9.25 2ND YEAR AT SAME JOB

\$9.50 3RD YEAR AT SAME JOB

\$9.75 4TH YEAR AT SAME JOB

STUDENTS WHO WERE EMPLOYED FOR THE SUMMER MUST HAVE THEIR RATES ADJUSTED TO THE ACADEMIC YEAR PAY SCALE.

FOR THE MONTH OF SEPTEMBER ONLY, THERE WILL BE A PAY ON THE 15TH OF SEPTEMBER. TIME SHEETS ARE DUE ON THE 3rd OF SEPTEMBER.

IF DEADLINE IS MISSED, STUDENTS WILL BE PAID ON OUR FIRST REGULAR PAY PERIOD OF THE FOLLOWING MONTH.