Overview

Today we will review...

- Mission of Payroll Office
- Types of Employees
  - Faculty/Staff *AND* Student Employee Types & Requirements
- Hiring Employees & Achieving Payroll Status
- Timesheet Completion, Submissions, Corrections, Common Mistakes, Approval
- Payday Problems
- Payroll Reports
- Electronic Personnel Action Forms (EPAFs)
- Wage Scale & Taxes for Student Employees
Mission of the Payroll Office

To ensure that all employees are paid on time and accurately while maintaining compliance with Federal, State, & University Guidelines.

Payroll needs your help to do this!

Payroll Website

http://www.odu.edu/facultystaff/employee-services/compensation/payroll
## Types of Employees

- Classified, Faculty (A/P, Adjunct Faculty, Academic Affairs Non-Instructional, Non-Academic Affairs Non-Instructional), Hourly Wage, Graduate Assistants (Teaching & Research), Federal Work Study/Community Service

### Many Different Employee Types at ODU

<table>
<thead>
<tr>
<th>Classification</th>
<th>Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified/Faculty</td>
<td>Exempt, Non-Exempt, To include Administrative &amp; Professional Faculty</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td></td>
</tr>
<tr>
<td>Non-Instructional PT Faculty</td>
<td>Academic Affairs Non-Instructional Faculty, Non-Academic Affairs Non-Instructional Faculty</td>
</tr>
<tr>
<td>Hourly Wage</td>
<td>To include University &amp; Student Hourly Employees</td>
</tr>
<tr>
<td>Other Student Employees</td>
<td>Grad Assistants, Teaching &amp; Research, Federal Work Study</td>
</tr>
</tbody>
</table>
Classified – Exempt

Hiring Process is completed in HR
Employees responsible for recording leave time taken only & compensatory leave earned
- i.e.: vacation, sick time, etc.
- Must submit a timesheet for every pay period, no exceptions
  - “No Leave Taken”
- Never may qualify for time-and-a-half OT pay
- Should properly report increments when a full hour is not taken or earned

Classified – Non-Exempt

Hiring Process is completed in HR
Employees responsible for recording all time worked and all leave taken each pay period
- Must submit a timesheet for every pay period, no exceptions
- May work OT (pay or leave) but must receive prior approval from supervisor
- Should properly report partial hour time-worked/leave-taken increments

Administrative vs. Professional (AP) Faculty

**Administrative Faculty**
- Hiring Process initiated through hiring manager/department chair, approved by BUD & HR, paperwork completed through HR
- Academic Administrators
  - “…require the performance of work directly related to the management of the educational and general activities of the institution, department, or sub-division.”
  - Generally report to those no lower than 3 levels below the President

**Professional Faculty**
- Hiring Process initiated through department chair, approved by Dean, HR, & AA, paperwork completed through HR
- Professors, Associate Professors, Assistant Professors, Instructors, Lecturers
  - “…have specific assignments that customarily require instruction, research, or public service as a principal activity.”

Sometimes AP Faculty must be paid for temporary or interim duties
- i.e.: Special Projects, Additional Duties
  - anything outside of their regular position description, duties performed for another campus department, duties outside of the regular work week
- Complete the [Request for Temporary Pay for Administrative & Professional Faculty Form](#)
Adjunct Faculty

- Adjunct Faculty teach Continuing Ed, Graduate, and Undergraduate
  - ODU’s Standard = doctoral or masters’ degree with concentration in specific discipline OR completed at least 18 graduate credit hours in the discipline
- Teach on very part-time schedule (not full course load)
- Academic Affairs distributes information to departments regarding hiring requirements for Adjunct Staff, Adjunct Appointments, & Processing Adjunct Payroll
  - No Adjunct Position exists without an Appointment!
  - Adjunct Appointments must be approved by academic department chair, College Dean, & the Provost
    - Appointment Requests should be submitted using ODU Adjunct Faculty Approval & Employment Authorization Form
    - Adjunct Term of Appointment = 3 years
  - Adjunct Payroll process through FLAC (Faculty Load & Compensation)
    - FLAC POC: Jamie Cardoza, 683.3075
- Paid on a “Fixed Teachload Rate” based on appointed academic rank, and paid according to start and end dates of classes they teach
  - Most credit courses = 3.0 hours (range = 3.0-5.0 hours)
- Academic Affairs: www.odu.edu/acadaffairs

Academic Affairs PT Faculty

Non-Instructional

A person hired in a PT, non-teaching and non-research position with responsibilities that are comparable to administrative and professional faculty.

- Those that work within Academic Departments at ODU
  - i.e.: Publication Writers, Counseling Services, Engineering Counsel
- Sub-Account Code: 4031
- Academic Affairs Temporary Employment Data Form

Non-Academic Affairs PT Faculty

Non-Instructional

- Very similar to AA PT Non-Instructional – just work in departments that are not Academic
  - i.e.: Recreation and Wellness, Student Health
- Sub-Account Code: 4031
- Non-Instructional PT Faculty Temporary Employment Payroll Form
Hourly Wage University Employees

- "...Employment to meet seasonal, temporary, part-time, or casual workforce needs."
  - Hiring Paperwork completed by HR (E-1 Temporary Employment Data Form)
- Limited to working 1500 hours between May 1 - April 30 annually, called the Employment Year (effective May, 2013):
  - Work no more than 29 hours per week on average over the course of these twelve months (5/1-4/30)
  - Work no more than 1500 hours per employment year, NO EXCEPTIONS!
  - Tracked by immediate supervisor!
  - Questions? Pam Harris, HR
    - 683.5131 or pharris@odu.edu
- Hourly Wage Employees record all time worked and all leave taken each pay period
- No benefits received, except worker’s comp and *sometimes* leave without pay (military, reservists)
  - Are eligible for tax-sheltered annuities & legal assistance program at ODU
- Current wage chart may be found on the Human Resources webpage: www.odu.edu/humanresources

Student Hourly Wage Employees (4025)
NOT the same as hourly wage employees!

- Student-Hourly Employees generally work up to 20 hours per week
  - Subject to OT pay if 40 work hours exceeded during one work week
- Students can be hourly-wage employees! Just NOT employed as hourly wage AND student employee at the same time (i.e.: student hourly, work study, stipend, or GA)
  - If just hourly-wage employee, all other requirements must be followed as with any other hourly-wage employee
- E-1 Forms (E-1SU or E-1SG) or EPAF Process completed for students
- Credit-hour requirements for Enrolled Students!
  - Enrolled Student Hourly - 6 credit hours minimum during fall, spring, and summer semesters
    - Drop below minimum? FICA taxes withheld from check & charged to hiring department’s budget
- Summer Employment available ONLY if student enrolled in previous spring semester, pre-registered for upcoming fall semester.
Graduate Teaching Assistants
Sub-Account Code: 4022/4122
- Instructors or Assistants
- No faculty appointment required
- Stipend recipients
- **Max Workload = 20 hours per week**
- Must be formally admitted to Graduate Degree Program and in Good Academic Standing
  - Must also be enrolled in and complete minimum graduate hours each semester of appointment

Graduate Research Assistants
Sub-Account Code: 4023/4123
- Research or Administrative
- No faculty appointment required
- **Max Workload = 20 hours per week**
- Must be formally admitted to Graduate Degree Program and in Good Academic Standing
  - Must also be enrolled in and complete minimum graduate hours each semester of appointment

Federal Workstudy

**FWS = Career Development Services (CDS)**
- ALL FWS details centrally managed/distributed by CDS
  - **Sub-Account Code:** 4028
  - Funding, ODU CareerLink postings, recruitment/filling FWS positions, Processing all FWS hiring paperwork, track student’s FWS balances, collecting performance evaluations for all FWS Student Workers

**Supervisors must:**
- Submit FWS employee evaluations at the end of each semester for all current FWS student employees
- Oversee day-to-day
- Approve hours in WTE
  - Manual Timesheets/Manual Paycheck Requests processed through CDS
  - $50 check fee per request/check - department must pay this fee! More on this later...

**Students Employed as FWS must have an ACCEPTED FWS Award!**
- Kept on file in Financial Aid Office - NO HOLDS!
- Must be enrolled in **6 credit hours or more**
- Summer FWS employment? More on this later...
- Students may earn NO MORE than the amount of the award!
  - If more earned? Student must STOP work immediately!
FWS & Financial Aid?

**Needs-Based Financial Aid:**
- Aid & FWS earnings strictly monitored by Financial Aid Office to ensure student does not earn more than award
  - Over-award? Meet with Financial Aid counselor to resolve!
    - **Not Resolved?** May jeopardize student’s eligibility for current/future Financial Aid

America Reads/Community Service Employment (4029)

Another “branch” of FWS employment - federally sponsored programs that provide tutors in local elementary schools
- Used for students employed in America Reads & Community Service internships
- Strictly managed through Career Development Services

Hiring Employees & Achieving Payroll Status

Hiring Process and necessary paperwork, Attaining Payroll Status, Departmental and HR Roles, E-1 Forms vs. EPAFS, Position Numbers, FAQs & Other New Hire Details
HR Responsibilities

First: Attain Payroll Status!
HR completes hiring process for:
- Classified Employees, Hourly Employees, Faculty
  1. HR - Sets up employee record, pay rate; Sends forms to payroll to provide start date & notify that record in Banner was established
  2. Payroll - Completes setup process (Tax Forms, Benefit Forms, Deduction Forms)
  3. VISA - Steps in only with International Employees – completes all I-9 Hiring Documents

Directly Hired by Department?
Generally applies to Adjunct Faculty...
  1. Department
     - Responsible for all Hiring Paperwork
       - Completed, submitted, approved, AND processed!
     - Must be done BEFORE an employee begins work
       + HR advises of an official start date

New Hire Paperwork
ALL hiring documents must be completed, submitted, and processed PRIOR to employee start work!
HR/E1S Processing generally handles recruitment process... if not – Hiring Department responsible for the following:
- Appropriate Authorization Form for employee type (hourly wage, adjunct, etc.)
- Certification for Employment Eligibility (I-9) - required
- Child Support Disclosure
- Policy Summary Acknowledgement
- Selective Service Form
- Conflict of Interest/Dual Employment Form
- Equal Opportunity Data Form
- Military Information Sheet
- Copy of signed Social Security Card (required)
- Direct Deposit Form (condition of employment - required)
- Tax Forms (Federal and State - current year)
   - If you do not submit current forms, IRS requires ODU to withhold taxes at highest rate, and ODU cannot repay any taxes previously withheld!

International Employees: all hiring paperwork (except authorization) must be completed in VISA Office!
Necessary Forms per Employee Type

**Hourly Wage Employee -**
- Require **E-1 Temporary Employment Data Form**
  - Initiates the Banner Record Completion & WTE Profile
  - If not received, pay may be held up!
- Other pay actions/Changes for existing Hourly Wage Employee:
  - Requires **Electronic Personnel Action Process (EPAF)**

**Adjunct & Other PT Faculty -**
- Academic Affairs distributes all necessary information to academic departments
- Questions?
  - **Dan Hennelly** – Appointment Info, Current Adjunct Faculty Status, Assignment of UIN (HR still creates the initial account in Banner…)
  - **Jamie Cardoza** – Adjunct Faculty Payroll Processing, Any required changes, FLAC

**Hiring an employee recently employed by ODU?**
- All necessary forms are likely already on file – check with HR (or AA, depending)

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### E-1 Form vs. EPAF Process?

**E-1**
- Used for **NEW hourly wage** staff
- Different Versions of Form depending on Job Category:
  - E-1 for University Employees
  - E-1SU for Undergrad Student Hourly
  - E-1SG for Graduate Student Hourly
  - E-1SP for Special Pay!

**EPAF**
- Rehire, Rate Changes, Terminations, Positions Changes (i.e.: Student Hourly or Hourly Wage)
- Electronic Personnel Action Form - replaced E1/E1S Paper Forms
- Completed via LeoOnline

- Both are **REQUIRED!**
- Submission Deadlines are available on the Office of Finance webpage to accompany Payroll Schedule:
  - [https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule](https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule)
- Quick Reference Guide available online regarding EPAF Approval Categories:
  - [https://www.odu.edu/content/dam/odu/offices/human-resource/docs/epafquickref.pdf](https://www.odu.edu/content/dam/odu/offices/human-resource/docs/epafquickref.pdf)
- HR is available if you have questions, EPAF Training is also available for Student Employee EPAF Process
Position Numbers

What is a Position Number?
- Drives where the expenditures for gross wages and any social security taxes will be charged.
  - Each Department assigned specific position numbers for part-time position types.

Are position numbers interchangeable between budgets?
- NO! position numbers are assigned to particular budget for specific employee type!
  - Pay attention…especially if you oversee more than one budget

Incorrect position number?
- Will hold up employee’s payroll processing
  - Wrong position number could mean individual paid from incorrect budget!

Need a New Position Number?
- Contact the University Budget Office – 683.3127
  - New hourly and FT positions must be established through HR first!

Funding?
- Departments provide all payroll expense funding
  - Budget Adjustment may be submitted to Budget Office prior to or with Payroll Forms – DON’T FORGET TO INCLUDE BENEFIT COST!

FTE?
- Full Time Equivalency
  - 1 FTE = a FT employee working 2,080 hours in a calendar year
  - Hours worked/2,080

Other Details for New Hires

Relocation Bonus?
- Effective 8/25/2018: The University may offer a Relocation Bonus
  - Contact Nadine Faulcon Johnson in HR for details
    - [https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/relocation-bonus-info.pdf](https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/relocation-bonus-info.pdf)
  - Expenses may only be incurred after a contract is executed between the employee and ODU – CAPP Requirement

  Who can assist with this process and help with reimbursements?
  - Tenure Track Faculty? Contact Dan Hennelly, Academic Services Analyst in AA – 683.4559
  - Faculty Administrator? Contact Lisa Hecker, NRA & Payroll Coordinator in Payroll – 683.3019

Tax Form Details
- W-4 (Federal Income Tax) and VA-4 (Virginia Income Tax) must be completed for each employee
- No tax forms submitted?
  - IRS requires taxes be withheld at single rate with zero withholding allowances
    - AKA: highest withholding rate!
  - Current Year Forms must be completed and submitted at time of original hire
  - Only resubmit if changes to employee exemptions from withholding
  - International Employees complete these in VISA Office

Incorrectly Completed Tax Forms?
- Payroll Office will notify you
  - Until forms corrected and received, employee will be taxed at single rate with zero withholding allowances with NO opportunity for reimbursement for past-paid taxes at this higher rate!
Timesheets & Pay Information

Web Time Entry & Submission Guidelines, Overtime, Direct Deposit of Pay, Payroll Schedule, Timesheet Corrections, Leave & Earning Types

Overview of Payment Process

1. **Employee completes WIE Timesheet**
   - Submits to Supervisor

2. **Supervisor reviews and submits to Payroll**
   - Supervisor may return to employee if errors are detected
   - Will resubmit to Payroll after errors remedied

3. **Payroll will review and process**
   - Pay will be directly deposited into your account
   - All correct deductions will be entered
   - May be reviewed by employee approx. 2 days before each pay day

4. **Manual Timesheets may be completed for new hires or extraordinary circumstances**

5. **Manual Paychecks will be processed and distributed**

6. **Reported Timesheet errors will be fixed and pay will be lumped into following paychecks**
Web Time Entry

What is Web Time Entry (WTE)?
- Banner web-based system designed to enable employees to submit hours worked and leave taken electronically
  - Eliminates paper submission of time sheets, attendance forms, leave forms, etc.

When to submit Timesheets via WTE?
- It is critical that employees of all times submit timesheets by specified deadlines to ensure employees are paid on time!
  - Timesheets generally due **by 11:59pm** on last day worked within a pay period
    - **Hourly Wage/Student Hourly:**
      - 1st-15th (pay on the 1st)
      - 16th-31st or final day in month (paid on the 16th)
    - **Salaried (including Classified):**
      - 10th-24th (pay on the 1st)
      - 25th-9th (pay on the 16th)
- **WTE Submission Deadline Calendar** available on the Office of Finance Webpage:
  - [https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/calendar](https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/calendar)

Direct Deposit of Pay

Electronic Funds Transfer (EFT)
- ODU's Standard
- Some Exceptions may include:
  - Under Age of 18, No SSN, FWS Employees, Employees changing Financial Institutions (2 pay period window)
  - Complete Employee Direct Deposit Authorization Form

What about Inclement Weather Days?
- Checks distributed on the next immediate work day

Reviewing Pay Information?
- Employees may do so via LeoOnline approximately 2 days prior to each payday

Changes to Direct Deposit?
- A new Direct Deposit Authorization Form must be submitted to the Payroll Office referencing a DD change

Break in Service?
- DD will remain active until the employee returns to work
  - Remember this in case your financial institution has changed!

Terminated Employment?
- DD will remain active until last regular paycheck or leave payout is processed
Completing Timesheets

Remember - every employee type must complete a timesheet via WTE!

- Report correct increments when a partial hour is worked
- If more than 40 hours worked and employee is eligible, OT automatically calculated
- Must receive prior authorization from management!
- Quick Reference Guides available per employee type to assist with step-by-step WTE timesheet completion

Late Hiring Paperwork? Submit Manual Payroll Check Request Form if you want employee to be paid on next scheduled pay date
Late WTE Timesheet? Manual Timesheet may be used, but explanation required,
Correction to Original Timesheet? Original WTE must be attached along with Manual Timesheet, made AFTER approval deadline has passed

<table>
<thead>
<tr>
<th>Period Worked</th>
<th>Reporting Increments</th>
<th>Period Worked</th>
<th>Reporting Increments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 min - 2 min, 59 sec</td>
<td>Disregard</td>
<td>33 min - 38 min, 59 sec</td>
<td>.6</td>
</tr>
<tr>
<td>3 min - 8 min, 59 sec</td>
<td>.1</td>
<td>39 min - 44 min, 59 sec</td>
<td>.7</td>
</tr>
<tr>
<td>9 min - 14 min, 59 sec</td>
<td>.2</td>
<td>45 min - 50 min, 59 sec</td>
<td>.8</td>
</tr>
<tr>
<td>15 min - 20 min, 59 sec</td>
<td>.3</td>
<td>51 min - 56 min, 59 sec</td>
<td>.9</td>
</tr>
<tr>
<td>21 min - 26 min, 59 sec</td>
<td>.4</td>
<td>57 min - 60 min</td>
<td>1 Hour</td>
</tr>
<tr>
<td>27 min - 32 min, 59 sec</td>
<td>.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ALERT: Timesheets are State Documents!
All wage documents are state documents!
Falsification is fraud & could be terms for termination!

What is Falsification?
- Misrepresenting Hours Worked
- Having an employee submit a timesheet before hours have been physically worked
- Changing employee’s web timesheet without documenting change and informing the employee

An employee’s submission of a timesheet certifies:
- The hours are true and accurate
  - Never submit until AFTER hours are worked!

A supervisor’s approval of a timesheet certifies:
- All info is correct and that the employee indeed worked the hours shown
Payroll Schedule

ODU follows semi-monthly payroll schedule for all employees

A new Payroll Schedule is posted each calendar year

- [https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule](https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule)
- Includes important information and deadlines:
  - Employee Type, Pay Periods, E-1/EPAF Deadlines, Approver Deadlines, Pay date

Overtime

Non-exempt employees generally eligible

- Classified Exempt are NOT eligible for OTPay!
- Must physically work >40 hours during specified work week to be eligible

2 types of Overtime - Pay and Leave

- **OTPay** = "time-and-a-half"
  - Payroll system will automatically calculate - be sure to follow WTE instructions when entering hours!
- **OTLeave** = leave accrued in increments based on OT work
  - Does not expire
  - Balance Caps:
    - Balance may not exceed 240 hours
    - EXCEPTION: non-exempt public safety position cap = 480 hours
    - If employee meets the cap, must be compensated (use leave or pay until one achieves the allowable limit)
- **Supervisors** responsible for ensuring balance is not exceeded
- Requests to payout excess - submit to BUD who will submit to HR
Manual Paycheck Requests

NO Automatic manual paychecks processed due to late paperwork, including web timesheets!

BUT... ODU will not penalize employees for Administrative Departmental Errors

Manual Payroll Check Request Form to be completed

- $50 fee per check requested!
- Backup Documentation required
- Must be hand-delivered to a Payroll Employee – 2104 Spong Hall

- Manual Paychecks bundled and distributed by mail room – Distribution Org Codes
  - Distribution Org Codes usually match employee’s Home Department, though may NOT meet budget code being charged
  - Departments secure checks until employee picks up
  - Check Distribution list secured/locked until pick-up, photo ID required for pick-up, sign/date when picked up, etc.
  - Unclaimed checks should be returned to Payroll 3 days after payday, but no later than the next pay date – include note indicating reason for return
  - NEVER HOLD OLD PAYCHECKS!

Leave & Earning Types

Classified Employees should use when completing timesheets

- Listing available on Office of Finance Webpage:
  - https://www.odu.edu/content/dam/odu/offices/finance-office/docs/classified-leave-types.pdf

- **Leave & Earning Types**

<table>
<thead>
<tr>
<th>Earnings Or Leave Type</th>
<th>Explanation</th>
<th>Who should use Leave and Earning Types?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Hours Worked - Leave</td>
<td>This leave type is used to record compensatory leave earned and overtime hours worked.</td>
<td>Classified Non-Exempt Employees – set up for leave</td>
</tr>
<tr>
<td>Additional Hours Worked - Pay</td>
<td>This leave type is used to record additional straight time and overtime hours worked.</td>
<td>Classified Non-Exempt Employees – set up for Pay</td>
</tr>
<tr>
<td>Annual Leave Taken</td>
<td>This leave type is used to record paid time off and other personal leave taken.</td>
<td>Classified Exempt and Non-Exempt Employees</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>This leave type is used to record bereavement leave taken.</td>
<td>Classified Exempt and Non-Exempt Employees</td>
</tr>
<tr>
<td>Compensatory Leave Earned</td>
<td>This leave type is used to record additional hours worked.</td>
<td>Classified Exempt Employees ONLY. This leave can only be used after Compensatory Leave is earned.</td>
</tr>
<tr>
<td>Compensatory Leave Taken</td>
<td>This leave type is used to record paid leave from work for any purpose and can only be used after Compensatory Leave is earned.</td>
<td>Classified Exempt and Non-Exempt Employees</td>
</tr>
<tr>
<td>Holiday Leave Earned</td>
<td>A leave type should be used when an employee’s regular work schedule is off for a University Holiday.</td>
<td>Classified Non-Exempt Employees ONLY</td>
</tr>
</tbody>
</table>
Timesheet Approval
Supervisors & Proxies

Approve Timesheets for each pay period for hourly, student hourly, & classified employees by deadline
- Deadlines: generally 10am on first business day after pay period ends
  - Hourly/Student Hourly – typically 16th & 1st
  - Classified – typically 10th & 25th
    - Holiday or Weekend = next immediately business day by 10am
- Must verify ALL hours before approving!

Timesheet Corrections?
- Supervisor/Proxy to notify employee of corrections/changes
- Document thoroughly in comments section

Late Timesheets?
- If employee fails to submit... Manual Timesheet required, Manual Paycheck Request Form submitted to be paid by next pay period
- If supervisor fails to approve... Supervisor to contact Payroll to ensure timesheet is correct & employee automatically paid on current payroll
Proxy?

In times of the Approver’s absence, a designated Proxy will assume approval power.

- Approvers must setup at least 1 Proxy
- Proxy must be a FT budgeted employee within organization
- Proxy must be at a position level equal or higher than Approver
- HR nor Payroll sets up a Proxy…this is the Primary Approver’s responsibility!
- Proxy should ONLY approve time in the absence of the Primary Approver
  - Approvers must notify Proxy in times of absence
- Proxy should never approve her own timesheet
- An employee may be made a Proxy for more than one Approver
- Approvers may add/delete Proxies at any time

Important Reminders

What if staffing changes?

**Supervisory Changes**
- Must be communicated to Human Resources & appropriate office immediately, as proxies do not carry over.
  - Supervisory Changes for students may be communicated to Payroll Student Employment
- This ensures timeliness of pay for employees!

**Supervisor Resignation**
- HR/Payroll Student Employment must be made aware immediately who will be acting until replacement found!
- Proxy setups **DO NOT WORK** when supervisor is terminated!

**New Supervisors or Proxies**
- Computer Account Request Form - submitted to HR to approve access/routed to ITS to complete process
Payday Problems & Other Misc. Pay Details
Check Distribution Issues, Pay Corrections, Benefits, Leave Without Pay, Debts

Advances
- FT Faculty, Classified, Hourly Staff Only
- May be paid in advance for hours already worked – available once per 12-month period
- Case-by-case

Leave Pay Outs
- Leave Pay Outs – Classified Employees
- Paid out Accrued Leave
  - Includes: all annual leave accrued, compensatory, recognition, flex holiday, and OT leave accrued
  - SICK LEAVE PAY OUT: 5+ years continuous service = 25% sick accrued pay out (up to $5,000)
Common Problems

Manual Paycheck Not Received?

Received Paycheck in Error?
- PARTY TIME! just kidding…never hold or return via inter-campus mail

Received Overpayments? Or Underpayment?
- Over = If current employee, recovered from next check. If terminated employee, billed.
- Under = check prepared for amount due to employee

No matter what...contact Payroll immediately! - 683.4263

Benefits/Deductions/Debts
- Health Insurance Benefits – pre-tax
- Basic Group Life
- Debts to the University – auto-deduction & must be timely
- Garnishments/Liens – must be honored
- Taxability of Graduate Educational Aid – once a semester

Leave Without Pay/Time Losses
- Leave Without Pay (LWOP):
  - HR & Supervisory Approval - No Leave accrues!
    - Conditional vs. Unconditional
  - MAY be Granted in emergency situations or when ineligible for other leave types
    - FMLA
- Time Loss:
  - Unexcused Absence, Insufficient Leave Balance
  - Don’t accrue annual/sick leave during particular pay period
  - Paycheck reduced by number of hours of time loss
Payroll Reports

All about ePrint!

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**ePrint**

**PAYROLL REPORT MOCK-UP** - Payroll reports are broken down by budget code, sub-object code, and employee.

<table>
<thead>
<tr>
<th>ID/Name</th>
<th>EARNINGS</th>
<th>Hours</th>
<th>EARNINGS Amount</th>
<th>BENEFITS Amount</th>
<th>Total Hours</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
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<td>.00</td>
<td>86.67</td>
<td>3,994.75</td>
<td></td>
</tr>
<tr>
<td>WORKER, JAMES X</td>
<td>86.67</td>
<td>1,729.88</td>
<td>.00</td>
<td>86.67</td>
<td>1,729.88</td>
<td></td>
</tr>
</tbody>
</table>

---

**Banner = official record of Payroll Expenditures**

- ePrint contains details per:
  - Budget Code
  - Sub Account Code
  - Payroll Number
  - Employee Name
  - Amount for each Payroll
  - YTD

- Access MUST be granted to view Payroll Reports!

- ePrint Payroll Report Request Form

- Training Resources available on the Office of Finance Webpage
W2s for Employees

- Available electronically (preferred) or mailed
  - Access via LeoOnline Employee Portal
    - Electronic Consent Form must be completed in LeoOnline!
  - Email/University Announcement when W2s become available - usually between January 24-31 each year
    - Mailed W2s sent on or before January 31

And now…

Break Time!
Hiring a Student

Departmental Responsibilities for Hiring Student Employees, Required Credit Hours & Verifying Enrollment, & International Student Employees

REMINDER – Different Types of Student Employees
Student Employee Sub-Accounts

- **GTA**
  - Graduate Teaching Instructor OR Graduate Teaching Assistant
  - 4022/4122

- **GRA**
  - Graduate Research Assistant-Faculty Assistant
  - 4023/4123

- **GAA**
  - Graduate Administrative Assistant
  - 4023-4123

- Student Hourly
  - 4025

- Federal Work Study
  - 4028

- America Reads/Community Service
  - 4029
Departmental Responsibilities

BEFORE a New Student Employee Begins...

- Verify student registered for required credit hours
- Complete all hiring paperwork to ensure student reaches Payroll Status - Hiring Checklists & Student Data Worksheets available per Student Employee Type
  - Paperwork to be Completed, Submitted, Approved, & Processed!
    - New Hire? E-1S Processing
    - Graduate Students - E-1SG Forms submitted to Associate Dean before going to E-1S Processing!
    - Previously Employed Students? EPAF Process
      - Must be completed by required deadlines listed on Payroll Schedule!
      - How to check? Via PWIGRAD [Graduate Student Inquiry Form] in Banner
  - What are some examples of Required Hiring Documentation?
  - Where to find due dates for each type of Form? Payroll & WIE Submission Schedules on Office of Finance Website, of course!!!

Hiring International Students?

- Hiring Paperwork is completed in the VISA Office
  - Employment Offer Letter is Required
  - Official Departmental Letterhead & with Original Signature
- International Student MUST apply for a Social Security Number
  - Bring receipt from Social Security Administration, then upon receipt bring signed original card to VISA Office for file
- If International Student to be Student Hourly Employee - considered Non-Resident Alien (NRA), and exempt from Social Security taxes! - Still must apply for Social Security Card, however!

Required Credit Hours per Student Employee Type

**Enrolled Student Hourly Employee**
- Enrolled in/Complete minimum of 6 credit hours each semester employed

**Graduate Teaching (GTA) & Administrative (GAA) Assistants**
- Enrolled each Fall/Spring Semester of Appointment
- Enrolled in/Complete minimum of 9 graduate-level credit hours in Fall/Spring
- Minimum of 3 graduate-level credit hours for Summer

**Graduate Research Assistants (GRA) & Faculty Assistants (GFA)**
- Enrolled each Fall/Spring Semester of Appointment
- Enrolled in/Complete minimum of 6 graduate-level credit hours in Fall/Spring
- Minimum of 3 Graduate-level credit hours in Summer

**S5 Funded (Stipend)**
- Enrolled in/Complete 9 Graduate-level credit hours in Fall/Spring
- Minimum of 6 graduate-level credit hours in Summer

**International Students**
- Immigration requires international students be registered as Full-time Students in Fall/Spring
- Minimum of at least the same minimum number of credit hours as a citizen/permanent resident (varies depending on degree level/position)
Graduate Student Employees

Grad Assistantships & Determining Differences between Grad Employee Titles

Graduate Teaching Instructor

GTA (4022/4122)
- No faculty appointment required
- Participate directly in teaching activities
  - i.e.: teaching course, laboratory/sanction responsibility, specific instructional support/related activities
- Must pass GTAI Institute to receive GTA Stipend
- International Students must also pass SPEAK Test
- GTA Instructor of Record? Must submit Cert of Graduate Teaching Assistant as Instructor of Record Form (T1) at least one week prior to deadline!
- Questions? Contact Graduate Studies!

Graduate Teaching Assistant

GTA (4022/4122)
- No faculty appointment required
- NOT directly instructing students
  - i.e.: graders, assisting instructor with research articles/materials in preparing lectures/handouts, laboratory assistants who prepare equipment solutions, etc.
- NOT required to pass GTAI Institute,
- MUST be approved and supervised by appropriate faculty instructor
**Graduate Research Assistant**

**GRA (4023/4123)**
- No faculty appointment required
- Participate in research or support activities conducted by faculty members or administrators

**Graduate Administrative Assistant**

**GAA (4023/4123)**
- No faculty appointment required
- Participate directly in support of administrative activities of a University Department
- Refer to University Policy: Awarding Graduate Assistantships for Non-Academic Departments

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**Graduate Assistantships Non-Academic Departments**

**University Policy States...**
- Non-academic units must coordinate the hiring of Graduate Assistants with the appropriate Associate Dean
- Determination of number/availability of funds done as early as possible in order to facilitate offering GAA positions to top-ranked applicants/students in appropriate Grad programs
- Each semester, GAA’s immediate supervisor must evaluate performance of student – make recommendations for continuance or termination
  - Grad Student and GPD/Academic Advisor will review written evaluation

Once Graduate Assistants are on payroll, they continue to receive a paycheck until the END DAY of the employment period! Departments must review the departmental **Check Distribution Report** to ensure that Graduate Assistants are still employed.
- It is the department’s responsibility to terminate Graduate Assistants timely to avoid overpayment!
Additional Employment for Grad Assistants?

FT Grad Assistants (GTA, GRA, GAA) are NOT permitted to accept additional on-campus employment during the period of their assistantship!

- Specifically – GTAs, GRAs, GAAs may NOT be paid for part-time teaching or other campus employment!

- Exceptions:
  - Only under unusual circumstances
  - Only with approval of Dean/equivalent administrator
  - Only upon written recommendation of Graduate Program Director and Department/School Chair

- Any off-campus employment should be undertaken with caution AND in consultation with Graduate Program Director

If you allow a student to work without the required approvals, YOU are violating University Policy and could be subject to disciplinary action!
Academic Employment Year

Varies depending on Student Type

**Student Hourly/Stipend Workers**
Academic Year = August 16 – May 15
- Fall Employment Period: August 16 – December 15
- Spring Employment Period: December 16 – May 15
- Summer Employment Period: May 16 – August 15 (crosses FY)
  - Summer 1: May 16 – June 15
  - Summer 2: June 16 – August 15

**Graduate Assistants**
Academic Year = August 25 – May 9
- Fall Employment Period: August 25 – December 9 or 24th
- Spring Employment Period: December 10 or 25th – May 9
- Summer Employment Period: May 10 – August 24 (crosses FY)
  - Summer 1: May 10 – June 9
  - Summer 2: June 10 – August 9

*Don’t confuse employment periods with deadlines for submitting forms or completing EPAF actions!*

Monitoring Student Wages

- Departments should develop a mechanism to monitor and track student wages
  - Ensure sufficient funds throughout employment
  - Ensure FWS Students do not exceed award
  - Ensure we do not pay grad assistants/stipend students who have stopped working
  - Recoup unused funds
  - Avoid deficits
    - Remember Employment Year? Max 1500 hours/year!
- **Student Hourly Employees must complete a Web Timesheet containing actual hours worked**
  - Submitted each pay period
  - Worked more than 40 hours/week? OT automatically calculated
  - Use appropriate reporting increments...just like with any employee!
- **Quick Reference Guide** available on Office of Finance Website to assist with WTE completion for Student Employees! (and all other employee types!)
- WTE Submission Calendar still applies for employee and for supervisors/proxies
  - Same rules as with any other type of employee!
Summer Employment Reminders

Want to hire a student during the Summer?

- Must be registered for appropriate number/level of credit hours for student type
- Must have attended ODU in Spring, pre-registered at ODU for Fall
- NOTE: Students taking less than 6 credit hours may work, but FICA will be withheld!
  - Summer Semester = student’s first term?
  - NO Student Hourly employment for summertime...
  - Summer School student from another institution?
    - NO summer employment available at ODU!
- Summer Grad Assistants – see Graduate Catalog for specific requirements

Ch-Ch-Ch-Changes

Continuing Students - what forms to use?, Graduating Students, Changes/Terminations, EPAF Process & Gaining Access
Continuing Students

Stipend Students:
- All pay actions (original hire, date changes, stipend changes, termination) – USE E-1SU!

Hourly Wage Students subject to WTE:
- All pay actions except original hire – USE EPA!

Graduate Assistants:
- New Hire – USE E-1SG! All other pay actions – USE EPA!

Graduating Students
A student graduated... NOW WHAT?!
- Not pre-registered for Fall – not eligible for Summer Employment
  - Grad Students may be hired as regular student hourly employees as long as registered for 6 credit hours
- Graduating students may ONLY be hired as hourly employees now – Contact HR

All about EPAFs

When to use an EPAF for Student Employees?
- Rehiring student/Grad Assistant in same position
- Rehiring student hourly/Grad Assistant in a different position, whether initial hiring department or another department entirely
- Rate/Pay Changes
- Terminating Job Record (aka: person leaving position)
- Terminating Employee (aka: person leaving University)

Are there any student employees NOT affected by EPAFs?
- EPAFs NOT used for any pay action associated with stipend students or one-time payments (E-1Sp used!)
Gaining Access to EPAF

What is needed to obtain access to EPAFs?
- Complete the Electronic Approval Access Form – send to HR
  - HR EPAF Webpage contains details, Reference Guides, FAQs...
  - [https://www.odu.edu/facultystaff/employee-services/managers/epafs](https://www.odu.edu/facultystaff/employee-services/managers/epafs)

1. EPAF Originator
2. EPAF Approver
3. EPAF Proxy

Departments are responsible for monitoring expenses for student wages - termination is due timely! WHY?
- To recoup unused funds (and therefore use funds for other students!)
- For accurate record-keeping
- To avoid overpayments for Grad Assistants
- To ensure we have current timesheets ONLY

Where to Access EPAFs?
- LeoOnline, of course!
  - Specific training available – Contact Brenda Blount or Joyce Thornton in Payroll Student Processing

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Wage Scale & Taxes

Student Employment Wage Scale, Tax Forms & Completion
**Student Employment Wage Scale**

**Guidelines for Consideration in Determining Student Rate of Pay**

<table>
<thead>
<tr>
<th>Group</th>
<th>Minimal Skill Level</th>
<th>Moderate Skill Level</th>
<th>Advanced Skill Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>First year students 2nd - 3rd year students</td>
<td>Students with 12-15 credits in the field of employment or some work experience</td>
<td>Seniors and graduate students, students with prior work experience, students with certification or specialized training</td>
</tr>
<tr>
<td>Group II</td>
<td>Typical educational level might be: Students with 12-15 credits in the field of employment or some work experience</td>
<td>Typical educational level might be: Seniors and graduate students, students with prior work experience, students with certification or specialized training</td>
<td></td>
</tr>
<tr>
<td>Minimum Pay Rate</td>
<td>$7.25/hour</td>
<td>$8.15 - $11.15/hour</td>
<td>$11.40 - $21.40/hour</td>
</tr>
</tbody>
</table>

Managers determine starting pay rate and any increases for Student Employees based on:
- Increased skill
- Reliability
- Contribution to work unit

**ODU provides Student Employment Wage Scale as a reference guide:**

https://www.odu.edu/content/dam/odu/offices/finance-office/docs/student-wage-scale.pdf

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**Tax Forms**

Students are **NOT** exempt from Federal or State Taxes!

- **MAY** be exempt from FICA withholding (Social Security & Medicare) as long as they are enrolled and regularly attending classes for required number of credit hours at the University
  - **NOTE:** if a student claims exemption from state and/or federal tax withholding, s/he must file a new form by February 15 of each year. If not – taxes will be withheld at the highest rate!
- Must complete Federal and State tax forms
  - W-4 & VA-4

International students on non-immigrant visas **MUST** file new tax forms each year in VISA Office to determine their tax status!
Forms to Use

Each may be found on the Office of Finance & Budget Office Websites
http://www.odu.edu/finance  *  https://www.odu.edu/budgetoffice

Employment Forms - Faculty

1. 4031 Request for Temporary Pay for Administrative/Professional Faculty
2. ODU Adjunct Faculty Approval & Employment Authorization Form
3. Academic Affairs Temporary Employment Data Form
4. Non-Instructional Part-Time Faculty Temporary Employment Payroll Form

- All found here: https://www.odu.edu/acadaffairs/forms
E-1 Forms

- E-1 Temporary Employee Data Form
  https://www.odu.edu/content/dam/odu/offices/human-resources/docs/eo1form.pdf
- E-1SU (Undergrad) & E-1SG (Graduate) Forms
  https://www.odu.edu/facultystaff/employee-services/compensation/payroll/hiring-student-workers
- E-1SP (Special Pay/One-time Pay)
  https://www.odu.edu/content/dam/odu/offices/finance-office/docs/E1SP.pdf
- EPAF?
  NO FORM! Electronic!
  https://www.odu.edu/facultystaff/employee-services/managers/epafs

- Forms and Instructions available on these various webpages
WTE Quick Reference Guide(s)

REMEMBER: available per each type of employee!
https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/types

Manual Timesheets & Manual Payroll Check Request Form

Manual Timesheets:
https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/timesheets
ePrint Payroll Request Form

Office of Finance
Eprint Payroll Report Request Form

Date of Request

Name: ___________________________

Department: ___________________________

Full Time Reports

Yes

No

Part Time Reports

Yes

No

Date Report Training Course Completed

Report Access for ALL Budget Codes currently approved for Banner Finance

Yes

No

If "No", please contact the Data Control staff at 717-685-3327.

Budget Unit Director Approval (required)

Date: ____________

Printed Name: ___________________________

Signature: ___________________________

Send completed form to the office shown below for processing:

Data Control Office of Finance

February 23, 2013

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Student Hourly/Grad Assistant Hiring Checklists (2 pages)
Student Data Worksheet

General Reminders

Don't remind me
Extra Tidbits

Can students receive salary advances?
 University Policy says NO!

Can Graduate Students ever be hired as a regular student hourly wage employee?
 YES! As long as the student continues to be registered for at least 6 credit hours during the semester.
    E-1S Processing area MUST be notified ASAP!

Are there resources available regarding training/supervision tips for Student Employees?
 YES! Contact Career Development Services!
    FWS/America Reads/Community Service Internship Students (4028/4029) MUST attend brief orientation at CDS pre-employment!
    ALSO – hiring checklists are available per employee type
       Keeps employing departments on track
       **Student Data Worksheets** also available to help department complete all hiring paperwork which **MUST** be obtained **BEFORE** student begins working!

POCs

**E-1S Processing**

Brenda Blount 683.5399 or bblount@odu.edu
Joyce Thornton 683.6268 or jthornto@odu.edu

**Payroll**

Quintina Armstrong 683.3040 or qarmstro@odu.edu
Vacant
Rose Marie Moodie 683.5266 or rmoodie@odu.edu
Anita Hilliard 683.4337 or ahilliard@odu.edu
Gloria Boone 683.3014 or gboone@odu.edu

**Other**

EPAF Processing https://www.odu.edu/facultystaff/employee-services/epafs
Lisa Hecker 683.3193 or lhecker@odu.edu
VISA Office 683.4756 or visax@odu.edu

Human Resources Directory: https://www.odu.edu/humanresources/directory
Office of Finance Directory: https://www.odu.edu/finance/directory
Career Development Services: https://www.odu.edu/cds
University Policy Page: https://www.odu.edu/about/policiesandprocedures
And now...

#DUNZO

- Any Questions?
### Reporting Increments

When a full hour is not worked or claimed, the partial hour should be recorded into Web Timesheets/Leave Reports according to the ODU standard reporting increments found in the table below.

#### Payroll Office Reporting Increments

<table>
<thead>
<tr>
<th>Period Worked</th>
<th>Reporting Increments</th>
<th>Period Worked</th>
<th>Reporting Increments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 min – 2 min, 59 sec</td>
<td>.1</td>
<td>33 min – 38 min, 59 sec</td>
<td>.6</td>
</tr>
<tr>
<td>3 min – 8 min, 59 sec</td>
<td>.2</td>
<td>39 min – 44 min, 59 sec</td>
<td>.7</td>
</tr>
<tr>
<td>9 min – 14 min, 59 sec</td>
<td>.3</td>
<td>45 min – 40 min, 59 sec</td>
<td>.8</td>
</tr>
<tr>
<td>15 min – 20 min, 59 sec</td>
<td>.4</td>
<td>51 min – 56 min, 59 sec</td>
<td>.9</td>
</tr>
<tr>
<td>21 min – 26 min, 59 sec</td>
<td>.5</td>
<td>57 min – 60 min</td>
<td>1 (one) hour</td>
</tr>
<tr>
<td>27 min – 32 min, 59 sec</td>
<td>.6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Web Time Entry Submission Schedule: [https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/calendar](https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/calendar)
- Payroll Schedule: [https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule](https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule)