



OLD DOMINION
UNIVERSITY

I D E A FUSION

**Certificate in University Financial Management:
Employing Students Textbook**

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OVERVIEW:

This training session is designed to provide an overview of the student employment process. The information shared includes the types of student employees and eligibility requirements for each type, hiring procedures, wage scales, the forms required to hire student employees, tax information and tax form completion guidelines, payroll procedures, submission of Web Time Entry (WTE) timesheets, the importance of tracking student wages, training and supervision, and problem resolution.

OBJECTIVES:

- Explain how students reach payroll status
- Discuss the different types of student employees and eligibility requirements for each type
- Hiring procedures, including all forms required
- Hiring Work Study students (process/responsibilities)
- EPAFS
- How to determine the pay scale for student hourly employees
- Special issues for submitting tax withholding forms
- How and when to submit Web Time Entry (WTE) timesheets
- Discuss the Payroll Schedule, WTE Submission Schedule, and Fiscal Year Issues
- How to resolve payday issues
- Discuss the importance of tracking wages
- General guidelines for training and supervising student workers
- How to resolve payroll errors
- Contact names

E-1S PROCESSING OFFICE: The E-1S processing office is part of the Payroll area in the Office of Finance. **Brenda Woodhouse** (683.5399), and **Joyce Thornton** (683.6268) support the E-1S process from their office located in Spong Hall. **Jamaler Cooper** (683.3037), the Payroll Compliance & Student Employment Supervisor may also be contacted with questions.

IMPORTANT REMINDERS – STUDENT HOURLY WAGE TIMESHEETS:

Student Hourly Wage Timesheets are considered state documents and any falsification is considered fraud and could be grounds for termination. Falsification includes, but is not limited to, the following:

- A. Misrepresenting hours worked
- B. Having an employee submit a web timesheet for approval before the hours have been physically worked
- C. Changing an employee's web timesheet without documenting the change in the comment section and informing the employee

The web timesheet should be submitted *after* all the hours are worked for the pay period and before the pay period deadline. When an employee submits a web timesheet to the approver, they are certifying that the hours worked are a true and accurate record of their time. When a supervisor approves a web timesheet, the supervisor is certifying that all information contained is correct and that the employee worked the hours shown on the web timesheet.

GENERAL HIRING INFORMATION & ACHIEVING PAYROLL STATUS:

Departments are responsible for ensuring that students (both U.S. citizens and international students) are enrolled at Old Dominion University for the required number of credit hours and that all required forms are completed, approved, and processed by E-1S Processing before a new student employee is authorized to begin work. Departments use the EPAF process for all pay actions associated with students who have previously been employed by the University.

REQUIRED CREDIT HOURS**US CITIZENS:**

- Undergraduate students who are U.S. citizens must be enrolled for a minimum of **6 credit hours each semester** they are employed.
- Graduate assistants who are U.S. citizens must be enrolled for and complete the required minimum number of graduate credit hours, as specified below, each semester of their appointment to be in compliance with State Appropriations requirements for full-time status (*refer to Graduate Assistant section*). There are two main categories of enrollment requirements for graduate assistants – *graduate teaching assistants/graduate assistant administrative* and *graduate assistant research/graduate faculty assistants*. S5 funded graduate assistants are also addressed below.
 - Graduate teaching assistants (GTAs) and graduate assistant administrative (GAAs) are required to be enrolled each semester of their appointment and must register for and complete a minimum of **9 credit hours of graduate course work per semester and three hours in the summer**.
 - Graduate assistant research (GRAs) & graduate faculty assistants (GFAs) paid by Old Dominion University are required to be enrolled each semester of their appointment and must register for and complete a minimum of **9 credit hours of graduate course work per semester and three hours in the summer**. Graduate assistant research (GRAs) paid by **ODURF** are required to be enrolled each semester of their appointment and must register for and complete a minimum of **6 credit hours of graduate course work per semester, and three hours in the summer**.
 - *For administrative purposes, graduate assistant research-faculty assistants will be paid from non S5 funds.*
- S5 (Restricted) Funds –Must be enrolled for and complete **9 graduate credit hours fall and spring and 6 credit hours summer**. *Because of the registration requirements of S5 funding, doctoral student who are ABD or master's students requesting a reduced course load in their final semester are not typically funded using S5 funds.*

ENROLLMENT REQUIREMENTS FOR STIPENDS & FELLOWSHIPS BASED ON SOURCES OF FUNDING

TYPE	SCHEV (S-5)	Ledger 1	All Other University Accounts	ODURF EPAs
TA/GA	E-1SG or EPAF Sub-Object Code 4122 9 credit hours (Fall/Spring) *6 credit hours (Summer)	E-1SG or EPAF Sub-Object Code 4022 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr) allowed**	E-1SG or EPAF Sub-Object Code 4 022 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr) allowed**	N/A
RA/FA	E-1SG or EPAF Sub-Object Code 4123 9 credit hours (Fall/Spring) *6 credit hours (Summer)	E-1SG or EPAF Sub-Object Code 4023 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr) allowed**	E-1SG or EPAF Sub-Object Code 4023 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr) allowed**	EPAS 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr) allowed**
FELLOWSHIPS	N/A	Award Letter 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr) allowed**	Award Letter 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr) allowed**	N/A

***THE TOTAL NUMBER OF CREDIT HOURS IN SUMMER 1 AND SUMMER 2 MUST EQUAL 6 TO FULFILL SCHEV REGULATIONS. THUS, TO MEET THESE REQUIREMENTS A STUDENT CAN ENROLL IN 6 CREDIT HOURS IN EITHER SUMMER 1 OR SUMMER 2 OR ENROLL IN 3 CREDIT HOURS IN SUMMER 1 AND 3 CREDIT HOURS IN SUMMER 2.**

****DOCTORAL STUDENTS WHO ARE ABD (ADVANCED TO CANDIDACY WITH D9 FORM ON FILE) ARE ONLY REQUIRED TO REGISTER FOR 1 CREDIT HOUR TO MEET THE FULLTIME REQUIREMENT. MASTER'S STUDENTS IN THEIR FINAL SEMESTER MAY REQUEST TO REGISTER FOR LESS THAN THE REQUIRED NUMBER OF CREDITS AND STILL MAINTAIN AN ASSISTANTSHIP. TO BE ABLE TO DO THIS, THE DEPARTMENT MUST COMPLETE A M4 FORM (NOTIFICATION OF A MASTER'S STUDENT HOLDING AN ASSISTANTSHIP IN THE FINAL SEMESTER OF STUDY). THIS REQUEST CAN ONLY BE MADE ONCE FOR ONE SEMESTER. NO EXCEPTIONS. THIS DOES NOT MAKE THE MASTER'S STUDENT FULLTIME FOR FINANCIAL AID PURPOSES.**

INTERNATIONAL STUDENTS: – Immigration (USCIS) requires that international students be registered as full-time students in the fall and spring semesters. In order to be employed as a student worker, international students must be registered for **at least the same minimum number of credit hours** as a citizen or permanent resident in order to hold a student hourly or graduate assistant position.

Departments should be aware that all international students on non-immigrant visas are required to complete all hiring documentation (except the E-1SU or the E-1SG) in the Visa and Immigration Service Advising (VISA) Office. VISA is also responsible for e-verifying international students.

Verifying Enrollment in Banner is the responsibility of the hiring department! E-1SU, E-1SP and E-1SG Forms will be returned if students are not registered for the required number of credit hours. Departments can verify enrollment in Banner via the *Registration Query Form [SFAREGQ]*. If you have **General Student Query** access in Banner, you have access to *SFAREGQ*. See the *Banner Training Schedule on the Office of Finance webpage* for available training materials and details: <http://www.odu.edu/facultystaff/training-development/banner-training>

REQUIRED HIRING DOCUMENTATION FOR NEW HIRES:

POLICY NOTE: University policy requires that all hiring documentation be completed by the department, approved and processed by E-1S Processing before a NEW student employee begins work. Graduate student E-1SG forms for new hires must be submitted to the appropriate Associate Dean with sufficient lead-time to allow for processing and transmittal to E-1S Processing. E-PAF actions must also be completed by departments by the required deadlines on the Payroll schedule.

The E-1SU/E-1SG (Student Employment Data Form): There are two (2) separate E-1S forms.

The Undergraduate Student Employment Data Form for New Hires/Stipends (E-1SU) is used as the initial hiring form for *new* student hourly employees subject to Web Time Entry and for all pay actions associated with stipend students (4025, 4028, 4029). Other pay actions for student hourly positions subject to Web Time Entry are done via the E-PAF process.

The Graduate Student Employment Data Form (E-1SG) is for graduate assistants hired in 4022, 4122, 4023, and 4123. This form is used to hire *new* graduate assistants only. Use the E-PAF process to hire graduate assistants who have been employed by the University in any capacity and for all other pay actions (rehires, changes to pay, changes to end date, termination). **NOTE: For Graduate Assistants, departments must also complete the G9 – Graduate Assistant Responsibilities Agreement before employment, as well as the T1 Form for instructors of record, and turn in as part of their employment paperwork for EACH semester of employment!**

The appropriate E-1S form is the hiring document for all *new* student employees who have no work history with the University and must be completed, approved, and processed by the E-1S Processing office ***before a student can begin work and be paid.*** (Please note that E-1SU forms for Work Study students are completed by the Career Development Services.) The E-1S indicates the contact name, approver (WTE approver), dates of employment and the amounts a student is expected to earn. In addition to the E-1SU or E-1SG form, the following additional requirements must be met before a student can begin work. All forms must be the most current form – available on the Office of Finance website under forms or from the Human Resources website under Forms.

1. **Certification for Employment Eligibility (I-9)*** - must be completed at the time a student is hired. It's a Federal law. If a student has already worked on campus, an I-9 is probably already on file (*See Verifying Submission of Forms*). **A STUDENT WITHOUT AN I-9 ON FILE IS NOT AUTHORIZED TO WORK.** The Federal penalty for non-compliance is \$250 to \$11,000 per violation. A violation is one individual employed on campus without an I-9 on file. *Be sure to use the latest version of the form – available on the Human Resources website under forms.*
IMPORTANT NOTE: Some department representatives are authorized to complete I-9 Forms for student employees only (training required). Training on the I-9 Form is provided by the E-1S Processing staff. Departments authorized to complete the I-9 Form for students must use the new I-9 Form dated November 14, 2016 (expires 08/31/2019 – available on the Human Resources website). Departments may not complete the I-9 for any other type of employee.
ALSO: I-9 Training is available on the 2nd and 3rd Tuesdays of each month in the Payroll Office! Contact Student Employment Representatives with questions (Jamaler Cooper, j2cooper@odu.edu).
2. **Child Support Disclosure*** - required by Commonwealth of Virginia law
3. **Selective Service Compliance Form*** – required by Federal law for all new male employees

4. **Copy of the Social Security Card*** - The University is required to record each employee's name and social security number **exactly** as it is shown on the individual's social security card. The card must be signed by the holder to be valid for I-9 or employment purposes.
5. **Conflict of Interests Dual Employment Reporting Form – Mandatory requirement** – part of the hiring package for student workers.
6. **Elected Official Disclosure Form** – Required disclosure to determine employment eligibility for non-tenure track positions – part of the hiring package for student workers.
7. **Direct Deposit of Pay Details * (REQUIRED) – MUST ACCESS WITH MIDAS CREDENTIALS ONLINE!** Submit details for initial appointment and when there are changes to banking information (bank, routing number, account number). Required for all new hires. *If these details are not included in the hiring packet, the packet will be returned unprocessed.*
8. **Policy Summary Acknowledgement Form** – reviews policies 1.05 (Alcohol and Other Drugs) and 1.75 (Use of Electronic Communications and Social Media)
9. **Tax Forms*** – Current year Federal (W-4) and State (VA-4) withholding forms. Submit for initial appointment and when there are changes in withholding allowances for those students subject to withholding. Also, if an employee claims exempt from withholding, tax forms must be filed every year.

Failure to submit W-4 or VA-4 - Employees need to understand that if they do not submit completed W-4 and/or VA-4 withholding forms, ***the Internal Revenue Service (IRS) requires Old Dominion University to withhold taxes at the highest rate, which is single with no withholding allowances.*** Furthermore, Old Dominion University cannot repay any of the tax previously withheld. The Old Dominion University Payroll Office cannot change the tax withholding status of an employee until Payroll receives new tax withholding forms or corrected forms, whichever applies.

****International students are required to complete all hiring documentation (see complete list above) except the E-1SU or E-1SG Form in the Visa and Immigration Service Advising (VISA) office.***

Employment Offer Letter (international students) - If you are employing an international student, you must provide each international student with a graduate assistantship employment offer letter or student hourly employment offer letter, whichever is applicable, ***on official departmental letterhead*** with an ***original signature***. International students are required to present the original Employment Offer Letter to the VISA Office.

QUICK TIP - Determining whether a student has been employed at the University (rehire): When an EPAF originator originates a “NEW EPAF,” they enter the UIN, the effective date, and choose an “approval category” [i.e. Pay Change for Grad, PAYGRD]. Once this is selected, the EPAF system automatically brings up any active job record associated with the UIN. You can also click the “all jobs” button to bring up any position that individual has ever been in. If there are no active records, you must complete the appropriate hard copy hiring form.

Looks like this...

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	TA0160	00	GRADUATE TEACHING ASST.	<input type="text"/>	May 10, 2015	Aug 24, 2015	Jul 09, 2015	Active

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

But if you click on the “All jobs button”, it will bring any position the employee has ever been in. This is a handy tool when determining whether or not a student is a rehire or a brand new hire. At this point an EPAF has NOT been originated and the back button can be used with error or correction.

Looks like this...

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Secondary	GR0110	00	GRADUATE RESEARCH ASST.	<input type="text"/>	Jan 10, 2015	May 09, 2015	May 09, 2015	Terminated
Primary	RS0110	00	REGULAR STUDENT	<input type="text"/>	Feb 01, 2011	May 15, 2011	Apr 30, 2011	Terminated
Primary	RS2292	00	REGULAR STUDENT	<input type="text"/>	Aug 16, 2009	May 15, 2010	May 15, 2010	Terminated
Secondary	RS2294	00	REGULAR STUDENT	<input type="text"/>	Feb 16, 2009	Dec 31, 2010	Dec 15, 2010	Terminated
Primary	TA0160	00	GRADUATE TEACHING ASST.	<input type="text"/>	May 10, 2015	Aug 24, 2015	Jul 09, 2015	Active

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

Graduate Student Inquiry Form [PWIGRAD] in Banner – The main window of this Banner Form shows the I-9 and other hiring documentation, gender, domicile, program, field of study, degree, academic status, graduate-level grade point average (GPA), classes for the semester, and the total number of credit hours. The waiver window (accessed from the Related Menu) shows graduate tuition waiver code, waiver amount, over-awards code and over-awards amount. The stipend window (accessed from the Related Menu) for assistantships - shows ABD status, type of support (i.e. RA), budget code, sub-object code, number of disbursements, amount per pay cycle, semester to date count, semester to date amount, and total award. Departments can only view student information for students who work or have worked in their department. Esther Dodge in Human Resources grants access to PWIGRAD.

EXPIRATION OF FORMS/AUTHORIZATION PERIOD – The E-1S forms (both E-1SU and E-1SG) and the EPAFs expire on the authorized end date. Changes to the end date for students subject to Web Time Entry and graduate assistants must be processed via the EPAF process. Changes for stipend students must be processed via the E-1SU form. Hard copy submissions and EPAF actions must be completed timely to ensure that timesheets are available

for student hourly employees subject to Web Time Entry and that pay continues for graduate assistants and stipend students.

Reminder when employing international students: Before we can create a payroll record for an international student who has a generated UIN, all employed international students are required to complete employment paperwork in VISA and apply for a U.S. Social Security card with documentation provided by VISA. Students who apply for a new Social Security Number will then provide the VISA office a receipt from the Social Security Administration indicating they applied for a Social Security card. Once their card is received, they are required to bring the original card to VISA where a copy is made available to Payroll. **Payroll regulations require that employees have a Social Security number for Internal Revenue Service reporting purposes.**

CRITICAL DEADLINES: Departments must abide by the Payroll Schedule for ALL document submission/EPAF deadlines. The Payroll Schedule (available on the Office of Finance website: <https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule>) contains all deadlines for submission of correctly completed E-1S forms and associated hiring documents, INCLUDING EPAF PAY ACTIONS. Please use the WTE Submission Schedule for WTE timesheet submission deadlines. ***NOTE: University policy states that no salary advances will be made to students, so please make sure all paperwork and EPAF actions are submitted on time so your students receive paychecks in a timely manner.***

TYPES OF STUDENT EMPLOYEES & ELIGIBILITY REQUIREMENTS:

GRADUATE ASSISTANTS (4022, 4122, 4023, 4123) – ELIGIBILITY:

Only students formally admitted to graduate degree programs in regular or provisional status (on the basis of complete and fully evaluated credentials) and in good academic standing are eligible for appointments as graduate assistants.

Assistantship recipients are required to be enrolled each semester of their appointment and must register for and complete the minimum required graduate hours each semester of their appointment (based on funding source) in order to be in compliance with State Appropriations requirements for full-time status. Further information concerning graduate assistantships can be obtained from the ODU Graduate Catalog or by calling 683-4885.

The responsibility for processing paperwork and EPAF actions associated with hiring graduate students is decentralized. E-1SG forms for new hires must be submitted to the appropriate Associate Dean with sufficient lead time to allow for processing and transmittal to E-1S Processing by the deadline published on the Payroll Schedule. When completing EPAF actions, departments must allow sufficient approval times.

Additional Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment during the period of their assistantship. In particular, graduate assistants (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities. Exceptions to this policy may only be made under unusual circumstances and only with the approval of the dean of the appropriate college or equivalent administrator upon the written recommendation of the graduate program director and the department/school chair. Any outside employment (i.e., off-campus) should be undertaken with caution and in consultation with the GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities. Information on employment guidelines that are specific to international students may be obtained from the Office of Visa and Immigration Service Advising (VISA). Outside employment should only be approved under ***unusual circumstances.***



Certification Form for
Graduate Teaching Assistant
as Instructor of Record
T1

Section I: Student Information (Complete for all graduate teaching assistants to be assigned as instructors of record.)

Student's Name: _____ UIN#: _____ College: _____

Degree and Program: _____ GTAI Institute Completion Date (Semester/Year): _____

Section II: Teaching Assignment for Semester (A form must be completed each semester unless the assignment does not change.)

Specify course(s) to be taught: _____ Teaching/Work Supervisor: _____

Section III: Education

Highest Degree Held: Bachelor's Degree Master's Degree Other _____ Subject/Major: _____

Institution: _____ Year Received: _____

Section IV: Graduate Level Coursework (Complete when the graduate teaching assistant does not have at least a master's degree or if the master's degree is not in the teaching discipline.) Supporting transcript(s) for courses taken outside of Old Dominion University must be in BDMS for verification purposes. * Additional approval required. See below.

The student listed above has completed 18 semester credit hours, at the graduate level, in the area being taught by the student, as shown below:

Subject & Number	Course Title	Credits	Institution

Section V: Training & Supervision

Please describe required in-service training: (attach additional pages, if necessary) _____

Please describe supervision & periodic evaluation plan: _____

Section VI: Approval

Graduate Program Director (Print) Graduate Program Director (Signature) Date

Department/School Chairperson (Print) Department/School Chairperson (Signature) Date

*College Dean or Designee (Print) College Dean or Designee (Signature) Date

**Dean, The Graduate School (Print) Dean, The Graduate School (Signature) Date

**The Graduate School will obtain Dean's signature for the Graduate School, if needed. If the Graduate School Dean's signature is required, the signed original will be returned to the Dean's Office of the college.

Please send electronically to the Graduate School at graduateschool@odu.edu.

Original: Dean's Office

Copy: Department

(Rev. 08/2019)

Hiring a GTA who will be an instructor of record?

Departments hiring a Graduate Teaching Assistant who will be the instructor of record in Banner must complete the Certification of **Graduate Teaching Assistant as the Instructor of Record (T-1) Form** at least one week prior to the E-1SG/EPAF processing deadline each semester. Instructions are provided on the 2nd page of the attached document. Questions about this requirement may be addressed to Graduate Studies.

<http://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/faculty-forms/T1-certification-gta-instructor.pdf>.

Sub Account Codes for Graduate Assistants - Please pay special attention to sub-accounts to ensure that you are using the correct sub-account code - graduate assistants supported with institutional funds (4022, 4023) or those supported with State (S-5) funds (4122, 4123). Refer to the "Importance of Position Numbers" section to determine the appropriate position number prefix for each student type.

- **Graduate Teaching Instructor (GTA) sub-account 4022, 4122** – Employee Class TA, see E-1SG Form. This sub-object code is used to hire graduate students, without faculty appointment, who participate directly in teaching activities, such as the teaching of a course, or who hold responsibility for a laboratory section, or is assigned to specific instructional support or related activities. All GTA-Instructors are required to pass the GTAI Institute in order to receive a GTA stipend. International students must pass the SPEAK Test and the GTAI Institute.
- **Graduate Teaching Assistant (GTA) sub-account 4022, 4122** – Employee Class TA, see E-1SG Form.

This sub-object code is used to hire graduate students, without faculty appointment, who do not directly instruct students in the knowledge or skills imparted by the laboratory experience. Instead, TA Assistants serve as graders; help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or as laboratory assistants who prepare equipment solutions, etc. GTA-Assistants are not required to pass the GTAI Institute but must be approved and supervised by the appropriate faculty instructor.

- **Graduate Assistant Research-faculty assistants (GRA) sub-account 4023, 4123** – Employee Class RA, see E-1SG Form. This sub-object code is used to hire graduate students, without faculty appointment, for participating in research or support activities conducted by faculty members or administrators.
- **Graduate Assistant Administrative (GAA) sub-account 4023, 4123** – Employee Class RA, see E-1SG Form. This sub-object code is used to hire graduate students, without faculty appointment, for participating directly in the support of administrative activities of a University department. *Refer to the policy below for the process for non-academic departments to hire graduate assistants.*

Policy for Awarding of Graduate Assistantships in Non-Academic Departments - Non-academic units must coordinate the hiring of graduate assistants with the appropriate Associate Dean. Determination of the number and the availability of funds must be done as early as possible in order to facilitate offering these GAA positions to the top ranked applicants/students in the appropriate graduate programs. As part of the December to January budget submission process, non-academic units must submit a justification for continued and increased support of GAAs, i.e., stipends and tuition waivers. Academic Affairs will notify the appropriate graduate program directors of the number of anticipated GAA positions that can be offered to highly recruited applicants for the upcoming and Fall, Spring, and Summer admission cycles. The appropriate Associate Dean's office will process all GAA awards funded by non-academic units.

Each semester, the GAA's immediate, non-academic supervisor will evaluate the performance of the student and make recommendations for continuance or termination. The graduate student and his/her GPD or academic advisor will review the written evaluation, and a final set of recommendations will be made regarding the continued awarding of the assistantship.

SPECIAL NOTE – Once graduate assistants are on payroll, they continue to receive a paycheck until the end date of the employment period. Departments should 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.

STUDENT HOURLY (4025, 4028, 4029) – ELIGIBILITY:

Student hourly (*and Stipend Students employees*) may generally be employed for **up to 20 hours per week**. Students are subject to overtime pay if 40 hours are exceeded during one work week. **Students should generally work a maximum of 20 hours per week**. International students may work on campus for a maximum of 20 hours per week during the fall and spring semesters. Questions about the work hours' limitation for student hourly wage employees may be addressed to Gloria Boone, Payroll Manager, at 683.3014 or via email at gboone@odu.edu.

IMPORTANT NOTE: Students are allowed to be hired as hourly wage employees; however, they may not be employed as an hourly wage employee and a student employee (student hourly, work study, stipend, or graduate assistant) at the same time. In the event a student is hired as an hourly wage employee, the student will have FICA taxes withheld from pay. The hiring department will also be charged for the employer's portion of the FICA tax for that student's wages.

If you would like to hire a student into a regular hourly position without using the normal recruitment process, you must complete the direct hire process if applicable to your hiring situation:

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/direct-hire-process.pdf>

To be employed as a student hourly wage employee, including Federal Work Study, during the summer, students must have been attending ODU during the spring semester and be pre-registered for the fall semester. If the summer semester is a student's first term attending ODU, they may not be employed as a student employee during the summer semester – May 16 – August 15.

- **Enrolled (sub-account 4025) – Employee Class SH - U.S.** Students employed in this capacity must be enrolled in a minimum of six (6) credit hours at ODU during fall, spring, and summer semester.
- Undergraduate or Graduate international students employed as a student hourly must be enrolled for **at least the same minimum number of credit hours** as a citizen or permanent resident.
 - **International Students** - Please note that international students on non-immigrant visas are considered non-resident aliens (NRA) for tax purposes and are exempt from social security taxes. Please contact VISA to see if a student has become a tax resident of the United States and should be paying social security taxes.

NOTE: Students who drop below the required minimum credit hours will have FICA taxes withheld from their pay. FICA taxes will be charged to your budget for those students employed in 4025 if the student drops below 6 credit hours in the Fall and Spring semesters and if the student is not registered for 6 credit hours in the Summer semester. Please notify E-1S Processing if the student withdraws from the University or is no longer taking classes.

FEDERAL WORK-STUDY (FWS):

All FWS funds will be centrally located and distributed by Career Development Services (CDS) and managed by Career Development Services Student Employment Office. The CDS will be responsible for managing all FWS funds, assisting departments in posting FWS jobs in ODU CareerLink, providing assistance as needed by departments to recruit and fill FWS positions, processing hiring paperwork for FWS students selected by departments, tracking students' FWS balances, and collecting performance evaluations for all FWS student workers.

- All departments will post all FWS jobs in ODU CareerLink before hiring.
- The CDS will help recruit adequate students to fill positions as needed.
- The CDS will process all FWS E-1S paperwork including EPAFs for all returning students to move them to the designated CDS University FWS account.
- Supervisors will complete and submit the current University student employee evaluation form to CDS at the end of each semester, which will be provided in an electronic format by CDS.
- Budget Unit Directors will not have a budget line item nor a position number for FWS student employees to manage.
 - FWS funds will not appear in the departmental base budget. Allocations will be centrally managed by CDS based on allocation and/or utilization from previous funding.
- Once jobs are posted in ODU CareerLink, departments will be able to utilize any additional methods to recruit students as in the past.
- Supervisors will oversee day-to-day operations of the FWS student worker.
- Supervisors will approve hours through Web Time Entry (WTE).
 - Manual timesheets and/or requests for Manual Paychecks must be processed through CDS, and the \$50 manual paycheck fee will be charged to the requesting department if a manual paycheck is requested.

Questions may be addressed to Career Development Services at (757) 683.4388.

- **Academic Year/Summer sub-account 4028 - Employee Class WS -** Students employed in the FWS program must have accepted a FWS award from the Financial Aid Office. The award must be accepted and on file in the Financial Aid Office, and no holds may be on the student's record. A student may earn no more than the amount of the award. A student must be enrolled for six (6) credit hours or more. To be employed as a FWS student during the summer semester, students must have been enrolled for spring semester at ODU and be pre-registered for fall semester at ODU. For more details, please contact the Office of Student Financial Aid at 683-3684.
- **Federal Work-Study, Financial Aid, and Over-Awards sub-account 4028 -** When a student receives need-based financial aid, the Financial Aid Office must monitor earnings so that the student does not earn more than s/he is eligible to earn. A student's eligibility may change during the course of the year, creating the possibility of an over-award. An over-award occurs when a student earns more than s/he is allowed to earn

in on-campus employment. The Office of Student Financial Aid monitors Federal Work-Study student earnings. The student and the employing department are notified **in writing** when an over-award is about to occur. If an over-award does occur, a student must discontinue work until the situation is resolved and must meet with a Financial Aid counselor to do so. If the problem is not resolved immediately, it may jeopardize the student's eligibility for current and future financial aid.

- **America Reads/Community Service, sub-account 4029** – *Employee Class ST* - This sub-account code is used for students employed in the America Reads and the Community Service internships managed by Career Development Services.

CHANGES/TERMINATION PROCEDURES - EPAFs:

You must adhere to the Payroll schedule for all submission deadlines. Training is available to all EPAF users prior to each semester. **NOTE: EPAF Training is available quarterly for new employees, and again each June, July, and August. Contact the Payroll Office at 683.3037 for more information.**

What is an EPAF? Electronic Personnel Action Forms (EPAFs) utilize existing functionality in Banner self-service (LeoOnline) and replace the paper E-1, E-1SU, and E-1SG forms for rehiring, rate changes, terminations and position changes as outlined below. These EPAFs will be submitted through self-service by the department and routed to the appropriate EPAF approver and on to Payroll or Human Resources for review and update of the Banner records. This electronic process is faster and more efficient than the old paper process.

When do I use an EPAF? A paper E-1, E-1SU, or E-1SG form is no longer be needed for specific pay actions (*see below*) associated with student hourly employees subject to Web Time Entry and for Graduate Assistants. You must adhere to the Payroll schedule for all submission deadlines.

The EPAF process is mandatory for the following actions:

- Rehiring a student hourly, graduate assistant, or hourly employee in the same position
- Rehiring a student hourly, graduate assistant, or hourly employee in a different position (whether in the initial hiring department or another department)
- Rate changes, pay (stipend) change
- Termination of job record (person leaving a position)
- Termination of employee (person leaving the University)

Are there any student employees NOT affected by EPAFs? EPAFs are not used for any pay actions associated with stipend students or one-time payments. You must continue to use the paper E-1SU or E-1SP form as appropriate for all pay actions for these types of students. You must adhere to the Payroll schedule for all submission deadlines.

Email notification - If you receive an email containing the message that you have an EPAF awaiting approval, this means that the originator in the department submitted the EPAF and it is awaiting departmental approval (originator cannot approve). Approvers should log in via LeoOnline and approve the pending EPAF.

Hiring NEW hourly, student hourly, stipend, one-time special pay, or graduate assistant employees? The paper E-1SU or E-1SG form will still be needed for hiring new student hourly, stipend student employees, and graduate assistant employees. We plan to expand the EPAF process to include the new hire process in the near future. If you wish to make a one-time special payment, you must use the ***E-1SP (One-Time Special Payment Form)***.

How do I gain the access for EPAFs? To obtain the appropriate access for EPAFs (EPAF Originator, EPAF Approver, or EPAF Proxy), complete the ***Electronic Approval Access Form*** and submit it to the individual designated on the form.

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/electronic-approval-access-form.pdf>

Documentation, FAQs and Quick Reference Guides will be available on the Department of Human Resources EPAF webpage. <http://www.odu.edu/facultystaff/employee-services/managers/epafs>

Departments are responsible for monitoring expenses for student wages. Submit termination E-1SU forms (stipend only) and EPAFs timely – why?

- Recoup unused funds
- Use funds for other students

- Accurate record keeping
- Avoid over-payments for stipend and graduate assistants
- Ensure students have the current timesheets only

Questions about EPAFs?

Information about Hourly Wage Employees

Pam Harris, Human Resources - 757-683-5131

Catherine Holland, Human Resources - 757-683-3028

Arlinda McGruder, Human Resources - 757-683-6127

Information about Student Hourly Wage Employees, Stipend Students, Graduate Assistants

Jamaler Cooper, Payroll Compliance/Student Employment Supervisor, Payroll – 757-683-3037

Brenda Woodhouse, E-1S Processing, Payroll - 757-683-5399

Joyce Thornton, E-1S Processing, Payroll - 757-683-6268

Career Development Services (reference 4028/4029) - 757-683-4388

EPAF ACTIONS – APPROVAL CATEGORIES (from the EPAF Quick Reference Guide):

Students (including graduate assistants) & Hourly Actions	
Rate Change	This process is to change a rate of pay of a current hourly/student employee. A justification is required in the comment field for an hourly employee.
Rehire new position	This process is to rehire an employee in a position they have not worked before or in the last year. The employee has worked at ODU within the last year.
Rehire same position	This process is to rehire an employee in a position they have worked in the last year. The employee has worked at ODU within the last year.
Terminate job record	This process is to end the job of an employee. The employee stays active, but the job will not be active.
Terminate employee	This process is to terminate the employee at ODU. They will no longer be active in the system.
Note: Hourly processes are sent to Human Resources (Arlinda McGruder). Student processes are sent to Payroll (Brenda Woodhouse or Joyce Thornton) or Career Development Services (4028/4029)	

EMPLOYING STUDENTS DURING THE SUMMER:

To be employed as a student hourly wage employee, including Federal Work Study, during the summer, students must have been attending ODU during the spring semester and be pre-registered for the fall semester. If the summer semester is a student's first term attending ODU, they may ***not*** be employed as a student employee (student hourly/work study/stipend) during the summer semester employment period (May 16 – August 15).

The information provided may not apply to specific requirements for hiring graduate assistants during the summer. For more information about hiring graduate assistants, refer to the University's Graduate Catalog or contact the appropriate Associate Dean. Students must have been enrolled for spring semester at ODU and be pre-registered for fall semester at ODU to be employed during the summer as a student hourly employee. A student who does not take summer classes but was enrolled for spring and is pre-registered for fall will have FICA taxes withheld. Summer school students seeking degrees from other institutions are ***not eligible*** for summer employment at ODU.

Employment periods

The academic employment year for student hourly/stipend workers ends May 15.

- Fall employment period – August 16-December 15
- Spring employment period – December 16-May 15

The academic employment year for graduate assistants ends May 9

- Fall employment period – August 25-December 9 or December 24 (if you want the grad assistant paid over the holiday)
- Spring employment period – December 10 or December 25-May 9

The summer semester employment period for student hourly/stipend workers runs May 16 to August 15 and crosses fiscal years

- May 16-June 15 – summer 1 is in one FY
- June 16-August 15 – summer 2 is in next FY

The summer semester employment period for graduate assistants runs May 10 to August 24 and crosses fiscal years:

- May 10 – June 9 – summer 1 is in one FY
- June 10 – August 24 – summer 2 is in next FY

Summer Paperwork/EPAF Submission Deadlines

Please review the guidelines for the type of student employee (graduate assistant, student hourly/stipend) and complete the appropriate actions via E-1SU/E-1SG or EPAF by the deadline shown on the Payroll schedule to ensure students are paid timely.

- At the end of each academic year (May 9 for graduate assistants), all *graduate assistant* payroll records are deactivated on the payroll system.

If you intend to continue a graduate assistant's employment for the entire summer or a stipend student for the summer, please complete the appropriate action below:

- Complete a new E-1SU for stipend students for the period beginning June 16
- Complete an EPAF for graduate assistants for Summer Session I (May 10-June 9) or for Summer Session II (June 10-August 24) or both, using the correct pay period begin and end dates
- *Remember, only students who are continuing enrollment at ODU and are pre-registered for the Fall may be employed during the summer semester.*
- ***NOTE: Graduate Assistants must also complete the G9 – Graduate Assistant Responsibilities Agreement before employment, and turn in as part of their employment paperwork for EACH semester of employment, including summer employment! If a department is hiring a GTA or an Instructor of Record, a T1 Form must also be submitted!***

Graduating students - If a student is graduating in May and is not pre-registered for at least 6 credit hours for the upcoming Fall semester, he or she is ***not eligible*** for student employment in the summer.

- Summer school students seeking degrees from other institutions are not eligible for summer employment at ODU.
- Graduating students may be hired as hourly wage employees after graduation by contacting the Department of Human Resources.

Can graduate students ever be hired as regular student hourly wage employees? Yes, as long as the student continues to be registered for *at least 6 credit hours* during the semester. **The E1S Processing area must be notified as soon as possible.**

Fiscal Year for Payroll Purposes - Although the University's fiscal year runs from July 1 to June 30, the fiscal year for wage and student hourly employees **ends June 15**, and the timesheets for the final pay period of the fiscal year are always due on June 15 (by 11:59pm) or the date on the WTE Submission Schedule if June 15 falls on a weekend. For information purposes only, Graduate Teaching (4022/4122) and Graduate Assistant Research (4023/4123) and Graduate Assistant Administrative (4023/4123) are paid on the full-time payroll schedule. *Please refer to the Payroll Schedule for submission deadlines.*

POLICY REMINDER: As a reminder, it is the responsibility of the employing department to ensure that **all** requirements (i.e., registered for appropriate number of credit hours, submission of the appropriate E-1S Form, EPAF, Employment Eligibility, I-9) are met **before** allowing a student to begin work.

THE IMPORTANCE OF POSITION NUMBERS:

The position number assigned to an individual student employee drives where the expenditures for gross wages and any social security taxes will be charged. Each department is assigned specific position numbers for their graduate student teaching and research assistants and for their student hourly positions. Paperwork submitted with incorrect position numbers will hold up creating a pay record. **Please be sure to use the position number(s) assigned to your budget.** This is especially important if you have more than one budget. Position numbers are tied to budgets/sub-accounts and are not interchangeable. Use of an incorrect position number could result in the student being paid from the wrong budget/sub-account. **Do not confuse employee class with position prefix.**

Graduate Teaching and Research Assistant Positions:

Graduate Teaching /Instructor and Assistants (GTA) – position number prefix TA-- charged to the specific budget code for the department and sub account 4022. (Example: TA2970 is the position number used for Academic Affairs budget 1AA00-4022). Employee class TA.

Graduate Teaching/Instructor and Assistants – S5 - (GTA) – position number prefix GT – charged to the specific budget code for the department and sub-account 4122. Use this prefix for S-5 state appropriation funded students. Contact the appropriate Associate Dean for more guidance. (Example: GTnnnn is the position number used for Academic Affairs budget 1AA00-4122). Employee class TA.

Graduate Assistants Research-Faculty Assistants (GRA) – position number prefix RA -- charged to the specific budget code for the department and sub account 4023. (Example: RAnnnn is the position number used for Academic Affairs budget 1AA00-4023). Employee class RA.

Graduate Assistant Research -Faculty Assistants and Admin Assistants – S5 - (GRA) -- position number prefix GR – charged to the specific budget code for the department sub account 4123. Use this prefix for S-5 state appropriation funded students. Contact the appropriate Associate Dean for more guidance. (Example: GRnnnn is the position number used for Academic Affairs budget 1AA00-4123). Employee class RA.

Graduate Assistant Administrative (GAA) – position number prefix RA – charged to the specific budget code for the department and sub account 4023. (Example: RA2970 is the position number used for the Office of Finance budget 1CL00-4023). Employee Class RA.

Graduate Assistant Administrative (GAA) – S5 – (GAA) – position number prefix GR – charged to the specific budget code for the department and sub account 4143. Use this prefix for S-5 state appropriation funded students. Contact the appropriate Associate Dean for more guidance. (Example: GR2970 is the position number used for the Office of Finance budget 1CL00-4143). Employee Class RA.

Student Hourly Positions:

**** Student Hourly Positions** – position number prefix RS - charged to the specific budget code for the department and sub account 4025. These position numbers and sub account are used for all student hourly positions employed during the Fall, Spring, or Summer semesters. **FICA taxes will be charged to the budget if the student drops below 6 credit hours during the Fall and Spring semesters and if the student is not registered for 6 credit hours in the Summer semester (departments need to ensure that a budget adjustment is submitted to cover FICA taxes).** (Example: RS2970 is the position number used for Academic Affairs budget 1AA00-4025). Employee class SH.

Federal Work Study (FWS), sub-account 4028 - position number prefix WS – charged to the specific budget code for the department and sub account 4028. Employee class WS.

America Reads/Community Service, sub-account 4029 - position number prefix VS – charged to the specific budget code for the department and sub account 4029. Employee class ST.

OBTAINING POSITION NUMBERS - To obtain a new valid position number for your department, please contact the University Budget Office at 683.3127.

**** INTERNATIONAL STUDENTS - International students on non-immigrant visas are exempt from social security taxes until they become tax residents of the United States. Once they become tax residents, they would qualify for the social security tax exemption if they are enrolled in at least six (6) credit hours).**

STUDENT EMPLOYMENT DATA FORM (E-1S):

The E-1S form is the hiring document for NEW student employees who have no previous work history with the University and for all pay actions for stipend students and one-time special payments, available from the Office of Finance website (www.odu.edu/finance - under Forms and on the Hiring Student Workers page). **Please be certain to use the most current version of the appropriate E-1S Form (E-1SU, E-1SP or E-1SG).**

- A new student is not authorized to begin working until the appropriate E-1S form has been completed, approved and processed by E-1S Processing.
- Forms are in fillable PDF format and can be saved to your computer.
- **Forms must be submitted with original signatures.**
- Failure to complete any section of the forms or include any required documentation will result in the E-1S being returned to your department.
 - Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created.
 - For hourly students, there will be no Web Time Entry (WTE) timesheet.
 - A copy of a letter sent with returned E-1S forms is included in these materials.
- **You must adhere to the Payroll schedule for all submission deadlines.**
- **No FAX or email submissions are accepted.**

There are three (3) E-1S forms – the E-1SU for student hourly employees subject to Web Time Entry and stipend student employees (limited use), the E-1SP for one-time special payments, and the E-1SG for graduate assistants (Check the Office of Finance website to ensure you are using the current form): <http://www.odu.edu/facultystaff/employee-services/compensation/payroll/hiring-student-workers>

- **Undergraduate Student Employment Data Form for New Hires/Stipend E-1SU** - The E-1SU (4025, 4028, 4029) is used as the initial hiring form for new hourly student employees subject to Web Time Entry and for all pay actions associated with stipend students (original hire, all changes, termination). These forms are routed to the E-1S Processing Office. Once a student has been employed, pay actions for student hourly positions subject to Web Time Entry are done via the EPAF process.
- **One-Time Special Payment Form (E-1SP)** - The E-1SP is used to pay students (undergraduate and graduate) for services via a **one-time payment**. ***This form may not be used for awards or recognition payments or for payments for graduate assistantship duties.*** Examples of appropriate payments would be for photography services, DJ services, one-time musical performance services, etc. All hiring documents must be received, reviewed, and verified by the payroll student employment office before any payment can be made. Full instructions are included in this handout and as a link from the form itself. The EPAF process is not used for one-time payments.
- **Graduate Student Employment Data Form (E-1SG)** - The E-1SG is used to hire NEW graduate assistants (4022, 4122, 4023, 4123, 4023, 4123). Completed E-1SG forms are routed to the appropriate associate dean for review and approval. The appropriate Associate Dean sends the approved E-1SG forms to E-1S Processing after review and approval. All pay actions other than hiring NEW graduate assistants with no previous work history with the University are done via the EPAF process.

QUICK REFERENCE GUIDES FOR EACH E-1S FORM TYPE:

QUICK REFERENCE E-1SU – STUDENT HOURLY EMPLOYEES ORIGINAL APPOINTMENT ONLY	
Transaction Type	Sections of E-1SU to Complete
Original Appointment	Sections I, II, III, VI

Any changes to student hourly employee pay records are handled via the EPAF process. The hiring, continuation, and termination processes for FWS students (4028/4029) is handled by the Career Development Services

QUICK REFERENCE E-1SU – STIPEND STUDENT EMPLOYEES

Transaction Type	Sections of E-1SU to Complete
Original Appointment	Sections I, II, III, VI
Change Stipend Amount	Sections I, II, IV, VI
Change End Date	
Termination	Sections I, II, V, VI

All payroll changes for stipend students are handled with the paper E-1SU process.

QUICK REFERENCE E-1SG

COMPLETE A HARD COPY E-1SG FOR NEW HIRES ONLY

Transaction Type	Sections of E-1SG to Complete
Original Appointment	Sections I, II, III, IV, VII
DO AN EPAF FOR ANY PAY ACTIONS FOR PREVIOUSLY HIRED STUDENTS	
Rate Increase	DO AN EPAF effective Fall
Change Authorized Amount	DO AN EPAF effective Fall
Change End Date	DO AN EPAF effective Fall
Termination	DO AN EPAF effective Fall

E-1SP COMPLETION GUIDE – *always use the most recent form*

(The instructions are included in the training materials and are also available as a link directly from the form.) The E-1SP form is used when a department wishes to pay students (undergraduate or graduate) for services via a one-time payment. This form **may not** be used for awards or recognition payments.

All required hiring documents must be received, reviewed, and verified by the payroll student employment office before any payment can be made via the One-Time Special Payment Form (E-1SP).

Send all completed E-1SP forms to E-1S Processing.

CONTINUING STUDENTS:

Stipend Students (limited use) - All pay actions for stipend students (original hire, date changes, stipend amount changes, termination) are handled by submission of the E-1SU form.

Hourly Wage Students subject to WTE and Graduate Assistants - All pay actions for current student hourly employees subject to WTE are handled via the Electronic Personnel Action Form (EPAF) process. **Please note that the EPAF process for students employed as FWS (4028/4029) is managed by the Career Development Services.**

The EPAF process for graduate assistants should be used for rehiring a graduate assistant in the same position, rehiring a graduate assistant in a new position, pay (stipend) changes, and termination of job/employee.

You must adhere to the Payroll schedule for all submission deadlines. <http://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule>

OLD DOMINION UNIVERSITY STUDENT EMPLOYMENT WAGE SCALE

EFFECTIVE DATE: July 16, 2009

GUIDELINES FOR CONSIDERATION IN DETERMINING STUDENT RATE OF PAY

	GROUP I	GROUP II	GROUP III
Starting Skill Level	Minimal skills	Moderate skills	Advanced skills
Typical educational level might be:	First year students	2 nd -3 rd year students Students with 12-15 credits in the field of employment or some work experience.	Seniors and graduate students, students with prior work experience students with certification or specialized training.
Minimum start pay	\$7.25/hour	\$8.15/hour	\$11.40 hour
Pay Range	\$7.25 - \$7.90/hour	\$8.15 - \$11.15/hour	\$11.40-\$21.40
Typical jobs	Grounds work, filing, photocopying, answering phones, assisting with mail, athletic room monitor, mailroom assistant, food services, cashier, ticket taker, usher, student escort, receptionist, computer lab worker.	Secretary, data entry, computer technician, assistant, recreation leader, life guard, aerobics instructor, teacher's aide, database or spreadsheet manager, computer lab worker, peer advisor, lab mechanic assistant, information desk worker, test grader, audio visual tech, research assistant, production assistant, water safety instructor.	Graphic artist, photographer, LAN administrator trainee, experienced tutor, audio visual specialist, public relations assistant, training specialist, LPN, dental technician, programmer telecommunications specialist, athletic professional, senior research specialist, computer engineer, translator, interpreter

Managers have the discretion to determine the starting pay rate, and to increase the rate of pay for students who remain employed in the unit on an on-going basis to acknowledge the increased skill, reliability and contribution to the work unit.

APPLICABLE TO STUDENTS EMPLOYED IN 4025, 4028, 4029 – E-1SU		
<p>** NOTE: Although the University's fiscal year runs from July 1 through June 30, the Web Time Entry timesheets for the last pay period of the fiscal year are always due on June 15 by 11:59pm (or the date listed on the WTE Submission Schedule). The dates shown below are <i>employment periods</i>. Please refer to the Payroll Schedule for submission deadlines for E-1SU/EPAF actions.</p>		
EMPLOYMENT PERIOD	START DATE	END DATE
Student Fiscal Year - (4025, 4028, 4029)	June 16 **	June 15 **
Academic Year	August 16	May 15
Summer 1	May 16	June 15
Summer 2 (changing to new FY)	June 16	August 15
<p>If summer semester is a student's first term attending ODU, they may not be employed as a student employee during the summer semester.</p>		
CRITERIA		TYPE OF E-1S
<p>MAY 16 (summer 1) (changing from Academic Year to Summer)</p>		
<p>If a student is: Currently employed by you in 4025 Is enrolled for summer school at ODU for a minimum of 6 credits AND is pre-registered for fall for a minimum of 6 credits Will be continuing to work for you</p>	<p>EPAF change for student hourly employees subject to WTE to continue E-1SU for stipend students</p>	
<p>If a student is: Currently employed by you in 4025 Is NOT enrolled for summer school at ODU for a minimum of 6 credits Is pre-registered for Fall for a minimum of 6 credits</p>	<p>EPAF change for student hourly employees subject to WTE to continue Students who are not registered for the minimum of six (6) credit hours (or who drop classes/withdraw so that enrollment drops below 6 credit hours) during the summer continue to be paid from 4025 but FICA is charged to budget – do a budget adjustment to 4999 E-1SU for stipend students</p>	
<p>If a student is: Currently employed by you in 4028/4029 Is enrolled for summer school at ODU for a minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits Has accepted a SUMMER FEDERAL WORK STUDY AWARD Is pre-registered for Fall for a minimum of 6 credits</p>	<p>Notify CDS - EPAF change for student hourly employees subject to WTE</p>	
<p>If a student is: Currently employed by you in 4028/4029 Will NOT be working for you during the summer</p>	<p>NO ACTION REQUIRED UNLESS THEY WILL NO LONGER BE WORKING FOR YOU</p>	
CRITERIA		TYPE OF E-1S
<p>June 16 (summer 2) (Changing from old FY to new FY) Submit E-1S forms for Summer, part 1 and Summer, Part 2 at the same time</p>		
<p>ALL STUDENT EMPLOYEES employed in 4025, 4028, 4029 – continuing employees only Students may not be employed as student employees if summer is their first semester attending ODU.</p>	<p>Complete EPAF change for 4025 student hourly employees subject to WTE or contact CDS for 4028/4029 so EPAF can be completed E-1SU for stipend students (4025 only)</p>	
<p>August 16 (Changing from Summer to Academic Year)</p>		
<p>If a student is: Currently employed by you in 4025 Is enrolled for the academic year at ODU for a minimum of 6 credit hours Will be continuing to work for you</p>	<p>EPAF change</p>	
CRITERIA		TYPE OF E-1S
<p>If a student is: Currently employed as a Summer 4028/4029 Is enrolled for Fall for a minimum of 6 credits at ODU Has accepted a FEDERAL WORK STUDY AWARD for the academic year</p>	<p>Contact CDS so EPAF change can be completed</p>	
<p>If a student is: Currently employed by you for summer Will NOT be working for you during the academic year</p>	<p>EPAF termination</p>	
<p>When hiring NEW student hourly employees or stipend student employees, you must submit the E-1SU form by the deadline on the Payroll schedule.</p>		

APPLICABLE TO GRADUATE ASSISTANTS EMPLOYED IN 4022/4122, AND 4023/4123 ONLY		
Use the E-1SG to hire graduate assistants.		
All graduate students employed in 4022/4122 and 4023/4123 must be attending ODU for the required minimum number of credit hours EACH semester they are employed. Check the Payroll schedule for the dates E-1SG forms must be submitted for the periods shown.		
Once graduate assistants are placed on payroll, they automatically receive a paycheck until the date specified on the E-1SG. Departments must review the departmental check register (which includes employees on direct deposit) to ensure that graduate assistants (4022, 4122, 4023, 4123) are still employed in the department. It is the department's responsibility to process terminations timely.		
****NOTE: Graduate students are paid on a (salaried) full time payroll schedule. For payroll purposes only, the University's fiscal year runs from June 10 th through June 9 th . Please refer to the Payroll Schedule for additional information.		
EMPLOYMENT PERIODS	START DATE	END DATE
Summer, part 1	May 10	June 9
Graduate Student Fiscal Year (4022, 4023, 4122, 4123)	June 10 ****	June 09 ****
Departments may choose to employ a graduate assistant for the full academic year.		
Full Academic Year	August 25	May 9
Departments may choose to employ a graduate assistant by semester.		
Fall	August 25	December 9 OR December 24 (if you want the grad asst paid over the holiday)
Spring	December 10 or 25	May 9
Summer, part 1	May 10	June 9
Summer, part 2 (Changing to new FY)	June 10	August 24
Effective date of August 25 (New Grad Assistants or Changing from Summer to Academic Year – Full Academic Year or Fall)		
ALL GRADUATE STUDENTS to be employed in 4022/4122, and 4023/4123 Enrolled for the required minimum credit hours Will be continuing to work for you as a graduate assistant during the full academic year or fall semester	This is for the period August 25 – May 9 for the full academic year This is for the period August 25 - December 9 or December 24 (depending on whether you want your grad assistant paid over the holiday) – fall semester New hires – complete a new E-1SG Sections I, II, III, IV, VII Rehire EPAF	
Effective date of December 10 or December 24 (Spring) (Depending on whether your grad assistant was paid over the holiday)		
ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123 – for those graduate students who are: Currently employed by you (4022,4023,4122,4123) Enrolled at ODU for the minimum credit hours Will be continuing to work for you as a graduate assistant during the spring	This is for the period December 10 – May 9 or December 25 – May 9 Rehire EPAF New hires – complete a new E-1SG Sections I, II, III, IV, VII	
Effective date of May 10 (Summer, part 1)		
ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4133 – for those graduate students who are: Currently employed by you (4022,4023,4122,4123) Enrolled at ODU for a minimum credit hours Will be continuing to work for you as a graduate assistant during the summer Pre-registered for Fall for the minimum required graduate credit hours (see fall/spring)	This is for the period May 10 – June 9 Rehire EPAF New hires – complete a new E-1SG Sections I, II, III, IV, VII	
Effective date of June 10 (Summer, part 2) (changing to new payroll fiscal year) Submit E-1S forms for Summer, part 1 and Summer, Part 2 at the same time		
ALL GRADUATE STUDENTS employed in 4022/4122, 4023/4123 – for those graduate students who are: Currently employed by you (4022,4023,4122,4123) Enrolled at ODU for a minimum credit hours Will be continuing to work for you as a graduate assistant during the summer Pre-registered for Fall for the minimum required graduate credit hours (see fall/spring)	This is for the period June 10 - August 24 Rehire EPAF New hires – complete a new E-1SG Sections I, II, III, IV, VII	
When hiring NEW graduate assistants, you must submit the E-1SG form by the deadline on the Payroll schedule. Once graduate assistants are on payroll, they receive paychecks until the end date on the E-1SG or the EPAF. It is the department's responsibility to submit terminations timely to avoid overpayment.		

TAX INFORMATION:

In order for the Payroll Office to know how much income tax to withhold from an employee's wages, we must have a Form W-4, Employee's Withholding Allowance Certificate, and a VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate, on file for each employee. However, if the employee does not submit tax forms, the IRS requires that taxes be withheld at *Single or Married Filing Separately* and made no other entries on Form W-4. This is the highest withholding rate. Withholding forms (*please be sure to use current year withholding forms*) need to be submitted at the time of original hire and do not need to be submitted again unless there are changes OR the employee claims "exempt" from withholding.

Failure to submit W-4 or VA-4 - Employees need to understand that if they do not submit completed W-4 and/or VA-4 withholding forms, the Internal Revenue Service (IRS) requires Old Dominion University to withhold taxes at the highest rate, which is *Single or Married Filing Separately* and made no other entries on Form W-4. This is the highest withholding rate. Furthermore, Old Dominion University cannot repay any of the tax previously withheld. The Old Dominion University Payroll Office cannot change the tax withholding status of an employee until Payroll receives new tax withholding forms or corrected forms, whichever applies.

Employee's Withholding Allowance Certificate (Form W-4) - Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If an employee does not submit tax forms, the IRS requires that taxes be withheld at the *Single or Married Filing Separately* and made no other entries on Form W-4. This is the highest withholding rate. <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Employee's Virginia Income Tax Withholding Exemption Certificate (Form VA-4) - Use this form to notify your employer whether you are subject to Virginia income tax withholding and out many exemptions you are allowed to claim. You must file this form with your employer when your employment begins. If you do not file this form, your employer must withhold Virginia income tax as if you had no exemptions.

[Http://www.tax.virginia.gov/sites/tax.virginia.gov/files/taxforms/withholding-tax/any/va-4-any.pdf](http://www.tax.virginia.gov/sites/tax.virginia.gov/files/taxforms/withholding-tax/any/va-4-any.pdf)

When to Submit Tax Forms

- **Original hire** – submit withholding forms for all new hires
- **Withholding changes** – submit new withholding forms if there are changes in withholding exemptions
- **Maintaining exempt status** – submit new withholding forms each year

When submitting VA-4 and W-4 forms, please be sure to use current year forms. The Payroll Office cannot give advice on what filing status to declare or the number of allowances to claim. Students should consult a tax advisor or the IRS for that type of assistance. Students are not exempt from federal or state taxes because of their student status. However, they may be exempt from FICA withholding (Social Security and Medicare) as long as they are enrolled and regularly attending classes for the required number of credit hours at the University. ***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 the employee does not submit a new W-4 and/or VA-4, his/her tax status will be changed to withhold tax at the Single or Married Filing Separately and made no other entries.***

A student can refer to the instructions for line 3 on the VA-4 (Employee's Virginia Income Tax withholding Exemption Certificate) to see if s/he is subject to withholding for Virginia income tax. A student should refer to page 2 on the W-4 (Federal Employee Withholding Allowance Certificate) to see if s/he can claim exempt status for federal withholding.

International students on non-immigrant visas are exempt from social security taxes ***until they become tax residents of the United States.*** Once they are tax residents, they qualify for the social security tax exemption if they are enrolled in at least six (6) credit hours. International students are required to complete new tax forms for Payroll each year in VISA (ext. 4756) to determine their tax status.

Non-Resident Alien Employees - International students are required to complete new tax forms each year in Visa and Immigration Services Advising (VISA, ext. 4756) to determine their tax status. International students on non-immigrant visas are exempt from social security taxes ***until they become tax residents of the United States.*** Once they are tax residents, they qualify for the social security tax exemption if they are enrolled in at least six (6) credit hours.

W-4 Completion - The following information must be completed (PRINTED CLEARLY AND LEGIBLY IN INK) on the W-4 (Employee's Withholding Allowance Certificate) for federal taxes:

Step 1:

- a. NAME and HOME ADDRESS
- b. SOCIAL SECURITY NUMBER
 - If your name does not match the name on your social security card, please contact the Social Security Administration at 1(800)772.1213 or visit their website at www.ssa.gov to ensure you get credit for your earnings.
- c. FILING STATUS

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See Page 2 of the W-4 Form for more information on each step.

Please Note:

- For Nonresident Alien (NRA) students, please write "Nonresident Alien" or "NRA" in the space below Step 4c.
- If claiming exempt from withholding, please write "EXEMPT" in the space below Step 4c.

Step 5:

- Once the form is filled out and complete, the student/employee must SIGN in ink and DATE in the space provided.

VA-4 Completion - The following information must be completed (PRINTED CLEARLY AND LEGIBLY IN INK) on the VA-4 (Employee's Virginia Income Tax Withholding Exemption Certificate) for state taxes:

1. SOCIAL SECURITY NUMBER
2. NAME
3. STREET ADDRESS
4. CITY, STATE, ZIP CODE
- Complete the applicable lines (line 1a, 1b, 1c; line 2, line 3)
5. Line 1 - NUMBER OF EXEMPTIONS CLAIMED (**leave blank if claiming EXEMPT from withholding**) – line 1a is the total personal exemptions (line 4 of the personal exemption worksheet), line 1b is the subtotal of exemptions for age and blindness (line 7 of personal exemption worksheet), line 1c is the total exemptions (line 8 of the personal exemption worksheet)
6. Line 2 - ADDITIONAL WITHHOLDING REQUESTED (**leave blank if claiming EXEMPT from withholding**)
7. Line 3 - IF EXEMPT FROM VIRGINIA WITHHOLDING, CHECK THIS LINE
8. Line 4 – IF EXEMPT FROM VIRGINIA WITHHOLDING AS A MILITARY SPOUSE WHO MEETS THE CONDITIONS SET FORTH UNDER THE SERVICE MEMBER CIVIL RELIEF ACT, AS AMENDED BY THE MILITARY SPOUSES RESIDENCY RELIEF ACT – MUST ATTACH A COPY OF THE EMPLOYEE'S SPOUSAL MILITARY IDENTIFICATION CARD TO FORM VA-4.
9. SIGNATURE (IN INK)
10. DATE
- NOTE: Advise employees that they should complete lines 1 and 2 **OR** line 3 or 4. Completing lines 1, 2, **AND** 3 or 4 will result in the form being returned for resubmission. Also, remind them that if they complete line 2 only, the form will be returned for resubmission because they did not provide the number of withholding allowances.
- **Incorrectly Completed Tax Forms** - If incorrectly prepared or incomplete VA-4 or W-4 forms are received for processing, the Payroll Office will send the employee a memorandum requesting corrected tax forms. **Until the Payroll Office receives corrected tax forms, the employee will be treated as if they had checked the box for Single or Married Filing Separately in Step 1(c) of the form, and as if they have made no entries in Step 2, Step 3, or Step 4 of the 2020 Form W-4.** The withholding status will be changed only upon receipt of corrected forms by the Payroll Office. The VA-4 and W-4 forms must be current year forms and cannot be photocopies or faxes. **Tax withholding forms must contain original signatures in ink.**

PAYROLL SCHEDULE:

The Payroll Schedule can be found on the Office of Finance website (<https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule>). A new schedule is posted for each calendar year. The Payroll Schedule shows important information and deadlines:

- PR # = Reference number for payroll (crosswalk Banner charges with source documents)
- Employee type = hourly or salaried
- Pay periods
 - Hourly Wage/Student Hourly employees (paid via submission of timesheet – refer to WTE Submission Schedule for timesheet due dates) = 1st – 15th; 16th – last day of the month
 - Students = 4025, 4028, 4029
 - Hourly = 4021
 - Adjunct = 4027, 4031
 - Salaried (refer to WTE Submission Schedule for timesheet due dates) – 1st – 24th; 25th – 9th
 - Classified, Faculty, Faculty Admin
 - Students = 4022, 4122, 4023, 4123 only
- E-1SU or E-1SG due in E-1S Processing/E-1due in HR – EPAF pay actions due
- PT faculty/salaried changes to AA/HR
- Approver deadlines
- Pay date

- Divided by quarters – crosses fiscal years

OLD DOMINION UNIVERSITY – PAYROLL SCHEDULE
FIRST QUARTER, ENDING MARCH 31, 2018

PR#	Emp Type	Pay Period	E-1's Due in HR / E-15's Due in E-15 Processing	PT Fac (4027) / Higher Ed Asst (4031) Appt / hr / payroll forms & Salary Changes DUE		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
				To AA	To HR		
111	HRLY SAL	DEC 16-31 DEC 25 - JAN 09	DEC 17** DEC 19 G	DEC 08 DEC 12	DEC 12 DEC 19	JAN 03 JAN 10	JAN 16 JAN 16
112	HRLY SAL	JAN 01-15 JAN 10-24	DEC 19** JAN 05 G	DEC 13 DEC 20	DEC 15 JAN 03	JAN 16 JAN 25	FEB 01 FEB 01
121	HRLY SAL	JAN 16-31 JAN 25 - FEB 09	JAN 12** JAN 18 G	JAN 10 JAN 12	JAN 12 JAN 18	FEB 01 FEB 12	FEB 16 FEB 16
122	HRLY SAL	FEB 01-15 FEB 10-24	JAN 23** FEB 02 G	JAN 18 JAN 31	JAN 22 FEB 02	FEB 16 FEB 26	MAR 01 MAR 01
131	HRLY SAL	FEB 16-29 FEB 23-MAR 09	FEB 07** FEB 16 G	FEB 02 FEB 14	FEB 07 FEB 16	MAR 01 MAR 12	MAR 16 MAR 16
132	HRLY SAL	MAR 01-15 MAR 10-24	FEB 16** MAR 02 G	FEB 14 FEB 28	FEB 16 MAR 02	MAR 16 MAR 26	MAR 30 MAR 30

Employees should NOT begin work before all hiring paperwork is submitted and processed by Human Resources or E15 Processing. If correctly completed hiring paperwork is not submitted and approved by the published deadlines, no payroll record can be established, and employees cannot be paid. No **automatic** manual paychecks will be processed due to late paperwork (including web timesheets).

A new payroll schedule is posted each calendar year. The payroll schedule shows important information and deadlines associated with hiring paperwork and approver deadlines. The schedule is divided by quarters and crosses fiscal years.

If correctly completed hiring paperwork (E-1, E-15U, E-15G, EPAFS etc.) and/or Web Time Entry time sheets are not submitted to Human Resources and/or Payroll by the published deadlines, employees cannot be paid.

Use the payroll schedule to determine when your hiring paperwork (either hard copy or EPAF actions) must be submitted.

Please refer to the Web Time Entry submission schedules for WTE submission deadlines.

Information about Manual Paycheck Requests ▶
For full information about submitting WTE timesheets ▶

Contact
Office of Finance
2003 Rollins Hall
Norfolk, VA 23529
757-683-4100 (fax)

Directory ▶

WTE SUBMISSION SCHEDULE:

The WTE Submission Schedule can be found on the Office of Finance website (<https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/types>). The WTE Submission Schedule contains dates for timesheet submission only; refer to the Payroll Schedule for hiring paperwork/EPAF submission deadlines. A new schedule is posted for each calendar year. The WTE Submission Schedule shows important information and deadlines:

- Pay ID
- PT – Part Time
- FT – Full Time
- Payroll Number (crosswalk to the Payroll Schedule for other deadlines)
- Pay Periods
- WTE Employee Deadline for WTE Timesheet submission
- WTE Approver Deadline for WTE Timesheet approval
- Scheduled Pay Date

OLD DOMINION UNIVERSITY
Web Time Entry Submission Deadlines - CY 2018

(For Student Hourly and Regular Hourly - submitting Hours Worked)
 (For Classified - Exempt & Non-Exempt submitting Hours Worked and/or Leave Taken)

Pay ID	PR #	Description	Pay Periods	WTE Employee Deadline to submit to Approver 11:59 p.m.	WTE Approver Deadline to submit to Payroll 10 a.m.	Pay Date	Notes
PT	111	Hourly - Part Time	12/16 - 12/31	01/02/18	01/03/18	01/16/18	
FT	111	Salaried - Full Time	12/25 -01/09	01/09/18	01/10/18	01/16/18	
PT	112	Hourly - Part Time	01/01 -01/15	01/15/18	01/16/18	02/01/18	
FT	112	Salaried - Full Time	01/10 -01/24	01/24/18	01/25/18	02/01/18	
PT	121	Hourly - Part Time	01/16 -01/31	01/31/18	02/01/18	02/16/18	
FT	121	Salaried - Full Time	01/25 -02/09	02/09/18	02/12/18	02/16/18	
PT	122	Hourly - Part Time	02/01 -02/15	02/15/18	02/16/18	03/01/18	
FT	122	Salaried - Full Time	02/10 -02/24	02/24/18	02/26/18	03/01/18	
PT	121	Hourly - Part Time	02/16 -02/28	02/28/18	02/01/18	02/16/18	

MANAGING THE PAYROLL PROCESS:

The mission of the Payroll Office is to ensure that all employees of the University are paid timely and accurately while maintaining compliance with federal, state, and University regulations and policies. To achieve our mission, we must receive timely, complete, and correct information from the University community.

BANNER WEB TIME ENTRY (WTE) - The Banner Web Time and Leave Entry System is a web-based system designed to enable employees to submit hours worked and leave taken electronically, eliminating the paper submission of timesheets, time and attendance forms, leave activity forms, and leave reports. Old Dominion University follows a semi-monthly payroll schedule for paying all employees, including hourly types of employees.

EMPLOYEE DEADLINES: In order for an employee to be paid each pay period, it is critical that timesheets be submitted by the specified deadlines.

Hourly Wage/Student Hourly Employees – must submit timesheets to supervisors by 11:59PM on the last day worked in the pay period. Pay Periods for Hourly Wage/Student Hourly Employees:

1st – 15th (pay on the 1st)

16th – 31st or last day of the month (pay on the 16th)

Salaried Employees – must submit timesheets to supervisors by 11:59pm on the last day worked in the pay period. Pay Periods for Salaried Employees, including graduate assistants:

10th – 24th (pay on the 1st)

25th – 9th (pay on the 16th)

OVERTIME PAY

For all types of employees, an employee must have physically worked 40 hours during the week to be eligible to receive overtime pay. With Web Time Entry, the system performs a “look back” at the previous pay period when a work week crosses two pay periods. If more than 40 hours were worked in a work week, overtime is calculated automatically. Unless an exception has been requested and approved, students should not generally be working more than 20 hours per week.

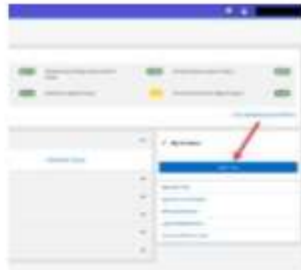
COMPLETING AND SUBMITTING WEB TIMESHEETS: Documentation & Quick Reference Guides for timesheet completion based on your job classification is available on the Office of Finance website under **Payroll: Web Time Entry** at the following link: <http://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry>

Quick Reference Guide:
Quick Reference for Employee Self Service Time Entry:
HOURLY & STUDENT HOURLY EMPLOYEES

1. Access LeoOnline at: <http://www.leonline.odu.edu>
2. Upon entering into the system, select the **Enter LeoOnline News and Secure Area** link at the top of the page list, then scroll to the bottom of the page and click **Enter Secure Area**.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (see below), click **Employee**,



5. Once in the Employee Dashboard, select **Enter Time** (as highlighted below).



6. After selecting **Enter Time**, you will notice the next timesheet available for editing/entering. Users now have the option to view the timesheet by pay period or by the month. Users may also view prior pay periods.

STUDENT HOURLY EMPLOYEES (4025, 4028, 4029): Student hourly wage employees must complete a Web Timesheet containing the actual number of hours worked each day during the pay period. Enter all hours worked. If more than 40 hours were worked in a work week, the system calculates overtime automatically. **No automatic paycheck can be issued unless the Web Timesheet is submitted via Web Time Entry.**

<https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/hourly-self-service-guide.pdf>

Employee Deadline - Web Timesheets must be submitted on the last day worked in the pay period OR no later than 11:59pm on the deadline shown on the WTE submission schedule. When a full hour is not worked, the partial hour should be recorded in the Web Timesheet according to the reporting increments in the table below.

Period Worked	Reporting Increments	Period Worked	Reporting Increments
0 min – 2 min, 59 sec	Disregard	33 min – 38 min, 59 sec	.6
3 min – 8 min, 59 sec	.1	39 min – 44 min, 59 sec	.7
9 min – 14 min, 59 sec	.2	45 min – 50 min, 59 sec	.8
15 min – 20 min, 59 sec	.3	51 min – 56 min, 59 sec	.9
21 min – 26 min, 59 sec	.4	57 min – 60 min	1 (one) hour
27 min – 32 min, 59 sec	.5		

Hourly Wage/Student Hourly (4021 – 4025, 4028, 4029): Manual Timesheet Forms must be completed in the following situations:

- **Late hiring paperwork (E-1 or E-1S)** - Should be accompanied by the **Manual Payroll Check Request Form** if you want the employee to be paid on the scheduled pay date.
- **Late WTE timesheet – Explanation required.**

- **Timesheets not started before the WTE approver deadline should be submitted to Payroll ASAP.** Payroll staff will contact the department if a Manual Payroll Check Request is required.
- **Timesheets not submitted during the normal pay cycle should be submitted to Payroll immediately.** A **Manual Payroll Check Request Form** must accompany the timesheet if you want the employee to be paid prior to the next scheduled pay date.
- **Timesheet not approved by supervisor/proxy** – No Manual Timesheet required. No Manual Payroll Check Request Form required. *Refer to Late Timesheets in the Supervisors and Proxies section* for full information about late timesheets.
- **Correction to original submission made through Web Time Entry** - you must attach a copy of the original Web Time Entry Timesheet - **REQUIRED**.
 - **Corrections to Web Time Entry submission should be made only after the approval deadline has passed, and the web timesheet has been submitted by the employee and approved by the approver.**
 - The **Hourly Wage/Student Hourly Wage Employee Manual Timesheet** is available on the Office of Finance website under “Forms”: <http://www.odu.edu/finance/forms>
 - Complete personal, pay period, and departmental information requested on the timesheet.
 - Under the Work Hours section, enter only the corrected hours worked on the appropriate days.
 - In the section Reason for Manual Timesheet Submission, click “correction to original submission.”
 - In the Explanation field, give each date that was changed, added, or deleted and the number of hours.
 - Ensure that all appropriate signatures and dates are on the manual timesheet.
 - Attach a copy of the original Web Time Entry timesheet from LeoOnline to the Manual Timesheet.
 - Submit the information to Payroll as soon as the error is discovered.
- **Other reason – Explanation required.**

A1 Old Dominion University/Payroll - Manual Timesheet Form

Old Dominion University/Payroll - Manual Timesheet Form																
Hourly Wage/Student Hourly Employees																
Pay Period	Mar 16-31			Calendar Year	2007			Pay Period and Calendar Year contain drop-down menus.								
Employee Name:				UIN:				Position #:								
Dept Budget:				Dept Phone:												
Work Hours																
	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mar	
Days of the Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Hours worked																0
If you worked more than 40 hours in a work week, the Budget Unit Director is REQUIRED to sign this timesheet.																
- PAYROLL USE ONLY -																
Calculated Overtime Hours ▶	Enter the actual hours worked. Additional pay calculated automatically.															
Reason for Manual Timesheet Form Submission - REQUIRED																
Please select a reason from the list																
<input type="checkbox"/> Original timesheet never submitted because (please explain) <input type="checkbox"/> Correction to original submission (copy attached) <input type="checkbox"/> Other Reason (please explain)																
Explanation (if applicable):																
Be sure to document the reason for using the manual timesheet - be sure to include the Manual Payroll Check Request Form.																
CERTIFICATION AND APPROVAL																
Employee: I hereby certify that this report correctly reflects all time worked by me for the pay period. Immediate Supervisor: I hereby certify the accuracy of the position number, the regular hours worked, and the overtime hours listed. Budget Unit Director: I authorize the Payroll department to pay the total overtime hours listed above.																
Signatures and dates are REQUIRED.																
Employee Signature & Date					Immediate Supervisor Signature & Date					Budget Unit Director Signature & Date					3/30/2009	

General instructions for completing and submitting a manual timesheet form: Manual forms are in Microsoft Excel format and include drop-down menus for pay periods and calendar year. **ALL** fields must be complete/correct including name, department, UIN, position number, and contact number. Documented reasons for use of a manual form are required. Signatures and dates are mandatory; submit the Manual Payroll Check Request when required. **To avoid processing delays - If the manual time sheet is submitted with a Manual Check Request form, both documents should be hand delivered to a Payroll staff member.**

SUPERVISORS & PROXIES: If you supervise hourly, student hourly or classified employees, you or your proxy are **required** to approve timesheets EACH pay period. When approving web timesheets, please review **each individual timesheet** to ensure employees have entered the correct number of hours and the correct earnings and leave codes.

Deadlines - Timesheets must be approved and submitted to Payroll by 10:00am on the first business day after the pay period ends.

- **Hourly Wage/Student Hourly Employees (4021 – 4025, 4028, 4029)** – This typically will be 10:00am on the 16th or 1st.
- **Classified Employees (Exempt and Non-Exempt)** – This typically will be 10:00am on the 10th and the 25th.
- If these dates fall on a University holiday or weekend, timesheets will be due to Payroll by 10:00am on the next University work day.

A supervisor (approver) or a proxy can see an employee’s timesheet, reported hours, and leave balances in Leo. The supervisor can view employee information via My Team in the dashboard.

Timesheets Returned for Correction/Timesheets Changed - The Approver or Proxy must notify the employee when a timesheet is returned for correction. Speak directly with the employee or send him/her a brief email. The Approver or Proxy must notify the employee when he or she makes a change to the employee’s timesheet, and the approver must document the changes in the comment section of the time sheet, and must verify all hours entered and ensure any necessary corrections are made prior to approving the timesheet.

Quick Reference Guide:

**Quick Reference for Employee Self Service Time Entry:
APPROVERS & PROXIES**

1. Access LeoOnline at: <http://www.leoonline.odu.edu>
2. Upon entering into the system, select the **Enter LeoOnline News and Secure Area** link at the top of the page list, then scroll to the bottom of the page and click **Enter Secure Area**.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (see below), click **Employee**,



Then **Employee Self Service** to open the Employee Dashboard:

5. Once in the Employee Dashboard, select **Approve Time** or **Approve Leave Report** (as highlighted below).



The **Time Entry Approval Screen** shows a graph of the status of each timesheet or leave report you as an approver are responsible for approving. You may close the graph by clicking the arrow highlighted below.
Please Note: If acting as a **PROXY**, you can click **Proxy Super User** to access proxy accesses. To view reports of approvals required as a proxy, select **Reports**.

<https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/approver-self-service-guide.pdf>

DESIGNATING A PROXY:

Supervisors are designated as the Approver in Banner. Supervisors are responsible for approving timesheets each pay period. In addition, supervisors are responsible for setting up Proxies who can approve timesheets in their absence.

- Approvers must set up at least one Proxy to approve timesheets in their absence.
 - A proxy assumes your approval power.
 - A proxy should be a full-time budgeted employee within your organization.
 - A proxy should be at a position level equal to or higher than your position.
- **Neither Human Resources nor the Payroll Office can set up a proxy for an approver.**
- **The proxy must have been issued the same security set-up (budget codes and Employee types) as the Approver in order to approve time or leave.**
- A proxy should **ONLY** approve time when requested to do so by the Primary Approver. Approvers must tell the Proxy which pay period(s) to approve.
- A proxy must never approve his/her own timesheet/leave report.
- No classified employee can approve leave for Administrative, Professional, or Instructional Faculty.
- An employee can be made a proxy for more than one approver.
- Approvers may add or delete Proxies at any time by using the Proxy Set-Up screen.

IMPORTANT REMINDERS:

- **Supervisory Changes** of any type must be communicated to the appropriate office immediately to ensure employees are paid on time. Failure to notify the appropriate office in a timely manner could result in employees not being able to access their timesheets or leave reports.
- **Supervisors Resigning** – HR (or E-1S Processing in the case of student employees) needs to know immediately who will be acting as the supervisor until a replacement is hired. **Proxy set-ups do not work when the Supervisor has terminated.**
- **New supervisors or new proxies** – must complete a **Computer Account Request Form** and indicate that they are a WTE Approver before they can act as an Approver in WTE; must be submitted to Human Resources who will approve the access and route the form to ITS for their action. Supervisors who do not have the proper security access jeopardize their employees' access to WTE and this could result in employees not being paid timely.
- **Access to WTE** – All new employees have access to LeoOnline and WTE as soon as their employee record is created by Human Resources or E-1S Processing. No computer account is required for employees to enter their time, only internet access.
- **Late Timesheets**
 - If the employee fails to start or submit a timesheet, a Manual Timesheet for the employee type is required. If the department wishes the employee to be paid as scheduled - must also submit the **Manual Paycheck Request Form (\$50 fee)**. If no **Manual Paycheck Request Form** submitted, employee will be paid on the next scheduled pay date.
 - If the supervisor fails to approve on time: No manual timesheet required; No Manual Paycheck Request Form required; The supervisor is contacted by Payroll to ensure the timesheet is correct and The employee is paid on current payroll.

MANUAL PAYCHECKS:

Employees should **NOT** begin work before all hiring paperwork is submitted and processed by Human Resources (or Payroll for students.) If correctly completed hiring paperwork is not submitted and approved by the published deadlines, no payroll record can be established, and employees cannot be paid. **No automatic manual paychecks will be processed due to late paperwork (including web timesheets);** however, since we are reluctant to penalize employees for administrative departmental errors, we have developed a process to request a manual payroll check. **There is a \$50 fee per check for processing the request.** When departments wish to request a manual check, the **Manual Payroll Check Request Form** must be completed in its entirety. When requesting a manual payroll check, the appropriate back-up documentation must be attached to the **Manual Payroll Check Request Form**. If the required back-up documentation is not attached, the **Manual Payroll Check Request Form** will be returned to the department without action. Please **email** these requests directly to any Payroll Processing Supervisor. Do not leave these forms at the Human Resources' Customer Services desk. The turnaround time for all manual payroll check requests is 24 hours. All manual checks are mailed to the employee.

The preparation of manual checks is costly, time-consuming, and circumvents all of the benefits and control features of a computerized payroll system. Processing a manual check involves three departments in the Office of Finance (Payroll Office, Accounts Payable, and General Accounting). **No automatic manual paychecks will be processed due to late paperwork.**

MANUAL PAYROLL CHECK REQUEST								
There is a \$50 per check charge for issuing a manual payroll check. Please provide the budget code and payment authorization signature in the spaces indicated below.								
Date:			Budget Code:			Debit Sub-object code: 5701		
Payment Authorized by: (print name)			Title:			Authorized Signature:		
Department Name:			Department Contact Person:			Telephone Number:		
PROVIDE THE FOLLOWING INFORMATION								
Employee Name:			UIN:			Pay Period:		
Amount:			Reason for Request (check one): <input type="checkbox"/> Late Paperwork <input type="checkbox"/> Financial Hardship <input type="checkbox"/> Other (please explain)					
Note: Attach a copy of source payroll document (manual timesheet, etc.)								
Justification for Request:								
DO NOT ENTER ANY INFORMATION BELOW THIS LINE OFFICE OF FINANCE USE ONLY								
Doc #	Org	Fund	Sub-acct	Trans Date	Trans Amt	DC	Comment	State Code
	1CL00		5749		\$ 50.00	C	Man chk fee	180
			5701		\$ 50.00	D	Man chk fee	380
Processed by:			Date:					
Payroll Manager:			Date:					

Revised 02/08/2012

PAYCHECKS AND PAYDAY ISSUES:

DISTRIBUTION OF CHECKS: All paychecks are mailed to the employee’s verified address.

SECURING CHECKS: To ensure that departmental payroll checks are secure, departments should be doing the following - **at a minimum:**

- The check register shows all employees being paid on the specified payroll.
- When a department receives paychecks on payday along with the check register, compare the documents (checks) against the check register and place a check mark or other indicator next to each name on the check register for each paycheck delivered to ensure all are received. Make a copy of the check register and send the original (signed and dated) back to Payroll.
 - Employees on direct deposit – verify still active employees

- Ensure that the paychecks are kept in a secure and locked location at all times. Loss of these documents opens the University up to liability with regard to privacy issues and increased operating costs if stop payments and reissues need to be done to replace lost or missing paychecks.
- Ensure that all new hires are put on direct deposit upon hire. **This is mandatory.**
- When an employee picks up a paycheck, request that the employee show a valid University ID before relinquishing the paycheck, unless you personally know the individual. Additionally, an employee should sign and date the check register when picking up a check.
- It is preferable that employees physically pick up their paychecks, however for those paychecks that you have agreed to mail, document on the check register that the check was mailed and the date mailed. Additionally, ensure that the address listed on the paycheck is the correct mailing address of the individual. If this address is incorrect, insist that the employee notify the proper office of the correct address. For student hourly employees and Graduate Assistants, address changes should be sent to the E-1S Processing Office. For full-time faculty, classified, hourly, and part-time faculty, address changes should be sent to the Human Resources Office.
- Monitor the address change to ensure that it is processed. This will alleviate problems when the annual W2 forms are sent at calendar year-end and will also reduce the University's operating costs.

Check Distribution Org Code:

The check distribution org code tells the mail room where to deliver paychecks. This information is listed as a check distribution organization code (CHECK DIST ORG) and will usually match the employee's home department code. If an employee works in more than one department, all checks issued will be sent to one home check distribution organization instead of several departments. This code may not be the budget being charged, but does indicate where paychecks are delivered. Please review and verify that the address on your check distribution list is accurate. Inaccurate addresses (and the associated address codes) cause misdirected paychecks.

Check Distribution Org Corrections: Please review the address label information on the Check Distribution List and verify that the information is correct. Please send corrections via email to Jamal Cooper at j2cooper@odu.edu. Please be sure to include the following information with any correction: mail drop, department name, building and room number.

Unclaimed Payroll Checks: Any unclaimed payroll checks should be returned to the Payroll Office 3 days after payday but no later than the next pay date. A note should be included letting us know something about the employee (i.e., are they still due the money or do you want the payment voided, has the employee resigned, and what efforts you have taken to disburse the paycheck). **Do NOT hold old paychecks in your department – rather, you must return them to Payroll.**

Payroll Distribution Report: Budget Unit Directors receive an automatically generated email each pay period. Budget Unit Directors use this report to verify that employees are authorized to be paid from the department's budget(s), and may either review this report or forward it to the fiscal tech or budget manager for review. Questions about this report may be directed to Jamal Cooper, Payroll Compliance & Student Employment Supervisor.

PAYCHECKS NOT RECEIVED BY DEPARTMENT: If paychecks are not received at the appropriate check distribution location or if other payroll problems occur on payday, contact Ingrid Allen at 683.5346 for assistance.

Checks may not be received at the expected mail drop for a number of reasons, including the following:

- The paycheck may have been misdirected by the mail room or bundled incorrectly by the Payroll Office. If this occurs, by the end of the day the mail room will have corrected the problem and the check should arrive at the appropriate department. Call the Payroll Office to ensure that a check was processed for the pay period and, therefore, should have been received.
- An employee may work in two departments and the check was sent to another mail drop.
- No check was generated.
 - *If the WTE timesheet was not submitted/approved by the deadline, no automatic manual paycheck is generated. The check will be provided to the employee when the appropriate manual timesheet is submitted.*
- A paycheck is being held due to various reasons – please contact Payroll for assistance.

If paychecks are delivered to the wrong department, it is important to notify the Payroll Office as quickly as possible. PLEASE DO NOT hold the checks or return them by campus mail to the Payroll Office. The Payroll Office will provide instructions concerning how to handle the misdirected paychecks.

PAY CORRECTIONS:

Overpayments:

If you feel that an overpayment exists, contact the Payroll Office. Payroll documentation will be reviewed to see if an overpayment exists. If the employee is still employed, the overpayment will be collected from the next available paycheck. If the employee has been terminated, the employee will be billed for the overpayment. If an overpayment occurs, under no circumstances should the department recoup the overpayment amount (wages) directly from the employee. The Payroll Office should be contacted immediately in the event of an overpayment.

Underpayments:

If you feel an underpayment exists, contact the Payroll Office, so that a review of the E-1 and/or other payment documentation can be performed to determine that all paperwork is in order.

DIRECT DEPOSIT:

It is mandatory that first time employees (new hires and re-hires) be enrolled in direct deposit. All employees are encouraged to participate in the University's direct deposit program. Direct deposit (also known as EFT, Electronic Funds Transfer) of payroll allows our employees to have their pay electronically deposited to their savings and/or checking accounts each payday. **NOTE: This process must be accessed by the employee via Midas credentials online to diminish fraud attempts at ODU!**

Exceptions may be allowed under certain "extraordinary" circumstances. However, to obtain an exception, you must write a letter explaining in detail why you cannot participate in direct deposit. This letter must be forwarded to the Payroll Manager for review. The letter is then forwarded to the State Director of Payroll at the Department of Accounts for their approval. If the exception is not approved by the Department of Accounts, you must participate in direct deposit.

Listed below are the Global Exceptions to the Direct Deposit Policy:

- Employees under the age of 18.
- Employees without a Social Security Number
- Federal Work Study employees
- Employees changing financial institutions
 - Employees changing financial institutions may receive a paycheck for two pay periods while establishing a new bank account.

To sign-up for direct deposit, the employee must complete the online direct deposit update process – instructions may be found here: <https://odu.edu/content/dam/odu/offices/finance-office/docs/direct-deposit-self-service-guide.pdf> – THESE DETAILS MUST BE SUBMITTED WITH REMAINING HIRING PACKET! Once these details are provided by the employee, Payroll staff will set up the next paycheck to electronically deposit to the bank and bank account number specified by the employee.

Reviewing Pay Information - Once the direct deposit transactions are active, employees can access payroll information approximately two days prior to payday through the Employee link in LeoOnline (also used for Web Time Entry). Direct Deposit stubs are not printed.

Changes to Direct Deposit - To change banking information or make other direct deposit changes, complete the update process online via the same methods referenced above. Updates go into immediate effect after they are submitted.

Direct deposit may be stopped under the following circumstances:

- When hours worked were incorrectly keyed or reported
- When the employee's department has instructed the Payroll Office to hold the employee's pay
- When an employee terminates in the middle of a pay period

If a direct deposit is stopped for any reason, the payroll processor will contact the employee in writing and a manual paycheck may be prepared for the actual amount due. If no payment is due to the employee, no paycheck will be processed.

Students who work in more than one department will have more than one employee record. In order to have all paychecks directly deposited, direct deposit must be set up for each employee record.

Break in service (i.e., when students do not work during the summer) - When an employee has a break in service, the direct deposit remains active. When the employee returns to work, paychecks will automatically be processed through direct deposit to the bank and bank account of record. Any time there is a break in service, an employee should be reminded upon return to work to contact the Payroll Office to ensure that the bank account and bank routing information is still current. Upon return from the break in service and when pay recommences, direct deposit will also start again using the bank routing and bank account information previously authorized. Based on this previous authorization, funds will be transmitted to the bank and bank account of record in the payroll system. If this information has changed during the employee's break in service, pay may be transmitted to an incorrect bank or bank account and may delay pay. **When a full-time or hourly employee terminates employment, Direct Deposit is terminated after the last regular check or leave payout is processed.**

If the University is closed due to inclement weather on a scheduled pay day, checks will be distributed on the next work day.

W-2 ISSUES:

W-2 forms are made available/mailed to the most recent permanent address on file no later than January 31 of each year. If January 31 falls on a Saturday, Sunday, or business holiday the deadline is the next business day. Therefore, **it is very important that employee addresses be updated on the payroll system by the end of the calendar year** to ensure that W-2's are received in a timely manner.

The accuracy of social security numbers is essential. If the social security name and social security number for each employee is not correct, the University may owe a penalty. The University is required to record an employee's name and social security number exactly as it is shown on the social security card issued to the employee. If an employee's name changes for any reason (i.e., divorce or marriage), the employee must request a new card from the Social Security Administration. ODU will continue to use the employee's old name until a copy of the new social security card is provided showing a new name. Paychecks contain only the UIN (University Identification Number). The University no longer prints Direct Deposit stubs. Online pay stubs contain the UIN only. Employees may review pay information via LeoOnline. If you do not receive a W-2 by February 15, please contact the Payroll Office to request a duplicate.

ELECTRONIC W-2 FORMS

- You can choose to receive your W-2 electronically via LeoOnline. *NOTE: most employees select this option!*
- By consenting to electronic W-2s, you no longer need to wait for your W-2 to be delivered via snail mail.
- If you need a copy, you will not need to fill out paperwork to get copies of your W-2 from Payroll, which means no 24-hour delay for the required turnaround time.
- You must give us your consent to receive your tax form electronically. Once you provide consent, you do NOT have to provide it again.
- The deadline to provide consent to receive calendar year electronic W-2 forms is provided each year.

ALREADY PROVIDED YOUR CONSENT? NO ACTION IS REQUIRED. Unless you wish to rescind your consent to receive electronic W-2 forms, no action is required. Your consent remains active until you revoke your consent. **DON'T PROVIDE CONSENT?** If you have chosen not to receive your W-2 electronically, your W-2 will be mailed to the home address on file on or before January 31.

NEED TO GIVE YOUR CONSENT TO RECEIVE YOUR W-2 ELECTRONICALLY? To consent to receive your W-2 electronically, you must do so in LeoOnline.

1. Log in to the secure area of LeoOnline (www.leoonline.odu.edu)
2. Select Employee
3. Select Tax Forms
4. Select Electronic W-2 Consent
5. Read that page, Employee Instructions, Notice to Employees, Printing Instructions (available at the bottom of the Electronic W-2 Consent page)
6. Check the box to consent to receive your W-2 electronically
7. Click Submit
8. You are done (you will not see any confirmation message)

To Verify You Have Successfully Made Your Selection - There is no confirmation message received that you have successfully consented. Simply scroll down to see that the "My Choice" box is checked. If the box is checked, you have successfully consented to receive your W-2 electronically.

HOW DO YOU KNOW YOUR W-2 IS AVAILABLE ELECTRONICALLY? You will be notified via email and/or University Announcement when your calendar year W-2 is available for you to print. **W-2 forms are normally available sometime between January 24 and January 31.**

W-2 FORMS FOR TERMINATED EMPLOYEES AND THOSE WHO CHOOSE NOT TO RECEIVE W-2

ELECTRONICALLY - W-2 forms for terminated employees and those who do not provide electronic consent will be mailed to the home address on file on or before January 31.

TRACKING STUDENT WAGES – REPORTS & RECONCILIATION: Banner is the official record of payroll expenditures, but the information could be incomplete if there are interface problems. Payroll expenditures should be reconciled each month. Hard-copy Banner payroll reports are no longer distributed each month. Payroll reports are available via ePrint for those with the appropriate access. Access to departmental payroll reports must be requested separately. The **ePrint Payroll Report Request Form** must be completed and sent to the Finance Systems Manager, Data Control, Office of Finance. <http://www.odu.edu/content/dam/odu/offices/finance-office/data/payroll-eprint-request.pdf>. Payroll reports contain information by Budget Unit, sub-account, payroll number, employee name, and amount for each payroll. If you need information about ePrint, please review the Office of Finance website at <http://www.odu.edu/finance>.

Monitoring Student Hourly Wage and Graduate Assistant Employee Expenditures - Your department should develop a mechanism for monitoring and tracking the amounts of student employees to assure that there are sufficient funds to pay the student throughout the year and so that you can recoup unused funds as needed and avoid deficits in budgets. Tracking student wage expenditures is important for a variety of reasons:

- Departments are responsible for tracking student wage expenditures.
- Departments must ensure we do not pay graduate assistants who are no longer working.
- Departments must submit terminations timely (hard copy or EPAF as appropriate), especially for graduate assistants and stipend students who are paid automatically
- Departments must ensure there are sufficient funds throughout employment
- Departments must ensure Federal Work Study students do not exceed the award
- Recoup unused funds
- Avoid deficits

TRAINING/SUPERVISION

STUDENT EMPLOYEE ORIENTATION

A formal orientation is a critical component in the initial development of good student workers. If conducted effectively, a new employee orientation for student workers on the first day of employment can help to eliminate problems later. An orientation can help each new student worker in the following ways:

- The student will quickly feel a sense of belonging in your organization.
- The student will know that the assigned work is valuable.
- The student will view management as both knowledgeable and caring.

Career Development Services orientation - In addition to the orientation in your department, all Federal Work Study students (4028 and 4029) must attend a brief orientation in Career Development Services (2202 Webb University Center). The immediate supervisor must take the lead in integrating the new employee into the work place and is responsible for assuring that needed information for successful performance is received. Suggested topics for discussion are:

- Work scheduling procedures (including allowable breaks)
- Rules of conduct
- Dress code suggestions/requirements
- Procedures for general work activities
- Location of reference materials
- Inclement weather policy

- Procedures for calling in sick or absent
- Performance expectations
- Timesheet procedures (via Web Time Entry in LeoOnline)
- Pay day procedures (including direct deposit information)
- What to expect from the supervisor
- How to get questions answered
- Student Employee Orientation Checklist
- Other information necessary for a student employee to be successful in your organization.

The Student Employee Orientation Checklist should be reviewed verbally with each new student worker and then signed by the supervisor and the student. A copy of the checklist should be kept in the personnel file of the student and a copy provided to the student.

STUDENT EMPLOYEE EVALUATION

It is recommended that a performance evaluation be conducted for every student employee after the first 30 days and again at the end of each semester of employment. The objectives of student worker performance evaluations are:

1. To facilitate communication between supervisors and student workers by providing a setting to discuss performance-related issues.
2. To enhance student employee job performance, by giving the student an opportunity to respond to supervisor feedback.
3. To help minimize student worker turnover.
4. To provide standard written evaluation procedures which produce job performance records on student workers for future reference.

REMINDER - all FWS students, 4028 and 4029, must attend a brief orientation in Career Development Services (2202 Webb University Center) when they begin work.

STUDENT EMPLOYEE PERFORMANCE EVALUATION PROCEDURES:

1. Schedule regular performance evaluations monthly, bi-monthly or by semester. Conduct the first performance evaluation upon completion of the first 30 days of employment.
2. Share the evaluation with the student worker in a planned, formal setting. Whether the meeting is for one minute or 15 minutes, this will give both you and the student an opportunity to address issues that may be difficult to discuss in the normal work setting.
3. Use the ADDITIONAL COMMENTS section for addressing specific job related issues or skills that need improving. If the student receives a rating of "3" or "2" on any of the criteria, use this comment section to note a definite follow-up evaluation date at an appropriate time.
4. Conduct the next evaluation as scheduled.
5. Have the student employee read and sign the form.
6. Keep completed evaluations in personnel files. These records will be useful when student employees request references for future employment.
7. Supervisors of Federal Work Student students (4028 and 4029) are required to submit copies of evaluations to the Career Development Services, 2202 Webb University Center.

NOTE: Always keep student personnel files CONFIDENTIAL. Never release a copy of an evaluation without a consent form signed by the student.

For additional information concerning student employment, contact:

**CAREER DEVELOPMENT SERVICES
2202 WEBB UNIVERSITY CENTER
683-4388**

OLD DOMINION UNIVERSITY
STUDENT EMPLOYEE ORIENTATION CHECKLIST

STUDENT NAME: _____ DATE: _____

SUPERVISOR: _____ DEPT: _____

A. Details of the job

- ___ 1. Position description
- ___ 2. Performance evaluation
- ___ 3. Outline/schedule of training
- ___ 4. Office/Unit function (how we relate to overall organization)
- ___ 5. Organizational chart
- ___ 6. Office procedures
- ___ 7. Required reports
- ___ 8. Other _____

B. Supervision

- ___ 1. Review expectations
- ___ 2. Scheduled meeting times
- ___ 3. Chain of command
- ___ 4. Backup contact to answer questions

C. Physical Surroundings

- ___ 1. Office/building tour
- ___ 2. Staff introductions
- ___ 3. Work area, including housekeeping standards
- ___ 4. Equipment/supplies location
- ___ 5. Staff lounge/eating facilities
- ___ 6. Smoking policy (prohibited in all buildings)
- ___ 7. Parking (must park in student lots)
- ___ 8. Mail pick-up and delivery
- ___ 9. Telephone instructions and policy

D. Hours of Work

- ___ 1. Work schedule
- ___ 2. Meals/breaks
- ___ 3. Leave reporting procedure
- ___ 4. Planning for exam/study time
- ___ 5. Timesheet preparation and submission (including what happens if they don't do timely – late pay)
- ___ 6. When, where and how to pick up pay check (until Direct Deposit begins)

E. Rights and Responsibilities

- ___ 1. Attendance
- ___ 2. Conduct, customer service philosophy
- ___ 3. Appearance, dress code
- ___ 4. Safety
- ___ 5. Ethical issues - confidentiality, use of state equipment, and professional conduct
- ___ 6. Other _____

We certify that the above items have been discussed.

_____ Supervisor _____ (date)

_____ Employee _____ (date)

Student Employee Performance Evaluation

Student _____ Evaluation Date _____

Supervisor _____ Department _____

Please rate the student worker using the following scale:

5 = Outstanding

4 = Competent

3 = Needs improvement

2 = Does not demonstrate stated behavior

1 = Not applicable

	5	4	3	2	1
Is reliable, dependable, and punctual					
Is thorough, neat, and accurate					
Shows initiative and willingness to assume responsibility					
Demonstrates flexibility and resourcefulness					
Displays concern about customers' needs and treats them courteously					
Is well-groomed and appropriately dressed					
Cooperates with co-workers					
Responds positively to suggestions and evaluation					
Is enthusiastic about the job					
Communicates an overall attitude of professionalism					

Additional Comments:

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

HIRING WAGE EMPLOYEES – QUICK CONTACT REFERENCE GUIDE:

SUBJECT	CONTACT NAME	DEPARTMENT	PHONE
Budget Adjustments	Jenny Caja	Budget Office	X3127
Completing E-1S forms for hourly wage employees	HR Contact Name*	Human Resources	X3042*
Completing E-1S forms for student workers (4025)	Brenda Woodhouse, or Joyce Thornton	E-1S Processing E-1S Processing	X5399 X6268
Completing and submitting WTE timesheets	Quintina Armstrong or Anitra Hilliard	Payroll Payroll	X3040 X4337
Changing check distribution information	Jamaler Cooper	Payroll	X3037
Correcting errors on payroll reports (ASRs)	<i>Vacant Position</i>	Payroll	TBD
Establishing hourly positions	HR Contact Name *	Human Resources	X3042*
Graduate student assistantship info	Associate Dean	Approp. College	
Hiring internationals	Natalia Watkins	VISA	X6343
Banner position numbers	Lynda Shirk Williams	Budget Office	X3127
I-9 Employment eligibility requirements (I-9 training on 2 nd /3 rd Tuesdays of each month)	Brenda Woodhouse, or Joyce Thornton	E-1S Processing E-1S Processing	X5399 X6268
- for hourly wage employees	HR Contact Name *	Human Resources	X3042*
- for student wage employees	Brenda Woodhouse Joyce Thornton	E-1S Processing E-1S Processing	X5399 X6268
- for all international employees	Natalia Watkins	VISA	X6343
Payday and payday problems	Anitra Hilliard	Payroll	X4337
Reading and reconciling payroll reports	TBD	Payroll	TBD
Recruiting <i>hourly</i> wage employees	HR Contact Name *	Human Resources	X3042*
Social Security Number changes - Hourly - Student	HR Contact Name * Brenda Woodhouse or Joyce Thornton	Human Resources E1S Processing	X3042* X5399 X6268
Student employment eligibility requirements	Brenda Woodhouse or Joyce Thornton	E-1S Processing E-1S Processing	X5399 X6268
Student employees working in multiple positions	Jamaler Cooper	Payroll	X3037
Tax form requirements	Anitra Hilliard	Payroll	X4337
Tax form requirements	Quintina Armstrong	Payroll	X3040
Tax form requirements	Rose Marie Moodie	Payroll	X5266
Tax form requirements	Emily Herrera	Payroll	X5726
Tax form requirements	Tiana Bowe	Payroll	X5271
Terminating hourly wage employees	HR Contact Name*	Human Resources	X3042*
Terminating student employees (4025)	Brenda Woodhouse or Joyce Thornton	E-1S Processing E-1S Processing	X5399 X6268
Terminating Work Study (4025/4029)	Student Employment	Career Devel	X4388
Using temp services	HR Contact Name*	Human Resources	X3042*
Wage policy for hourly wage employees (1500 hour rule)	September Sanderlin	Human Resources	X3059
Work-study employment/eligibility	Jill New	Career Management	X6502
Work Study advertising	Student Employment	Career Devel	X4388
Work Study hiring	Student Employment	Career Devel.	X4388

For a complete list of current contacts, please check the appropriate office's online Directory.

APPENDIX: Hiring Checklists per Employee Type**STUDENT HOURLY (4025, 4028, 4029) HIRING CHECKLIST**

Before allowing the student to begin work, determine:

- _____ Is the student enrolled at Old Dominion University for the required number of credit hours?
- _____ Is a FEDERAL WORK STUDY AWARD available?
- _____ Is the FEDERAL WORK STUDY award in order? Contact Student Financial Aid at 3-3684.
- _____ Does the student have a valid social security number?
E-1SU HIRING FORM (send E-1SU forms for 4025 to E-1S Processing, Rollins Hall – send E-1SU forms for 4028 and 4029 to Career Development Services, 2202 Webb University Center)
- _____ Is the form completed correctly (including all authorized signatures)?
- _____ Is the rate correct?
- _____ Is the budget code correct?
- _____ Is the sub-object code correct?
- _____ Is money available in the correct sub-object?
- _____ Is the Banner Position Number included?
- _____ Is the Banner Position Number correct for the budget you wish to charge?
- _____ Is the contact person/extension included (required)
- _____ Is the approver's name, position number and extension included? (required)

NOTE: Send graduate student E-1SG forms to the appropriate associate dean after completion. See checklist on the next page.

- _____ Have you submitted the Direct Deposit details via the online form (required for all new hires)?
- _____ Have you submitted current State and Federal Tax Forms? (It is the department's responsibility to offer current tax forms to students as part of the hiring package. Send to Payroll)
- _____ Is the I-9 complete (Send to E-1S Processing)?
- _____ Is the Selective Service Compliance Form (male employees only) complete? (Send to E-1S Processing.)
- _____ Is a copy of the Social Security Card on file? (Send to E-1S Processing.)
- _____ Is the Conflict of Interests Dual Employment Reporting Form on file? (Send to E-1S Processing.)
- _____ Is the Elected Official Form on file? (Send to E-1S Processing.)

No Web Time Entry timesheet is available until the E-1SU is fully processed by E-1S Processing. Please take steps to avoid delays.

- _____ Do you have the confirmation copy of the E-1SU form? If yes, student may begin work.
If no, do not allow student to work.

GRADUATE ASSISTANT (4022, 4122, 4023, 4123) HIRING CHECKLIST

Before allowing the graduate student to begin work, determine:

- ___ Is the graduate student formally admitted to a graduate degree program
- ___ Is the student in good academic standing
- ___ Is the graduate student enrolled at **Old Dominion University** for the required number of credit hours?
- ___ Is a Graduate Assistantship AWARD available?
- ___ Is the Graduate Assistantship award in order? Contact the Department Chairman.
- ___ For GAA assistantships, have you submitted paperwork to the appropriate associate dean?
- ___ Does the graduate student have a valid social security number?

E-1SG HIRING FORM

Send graduate student E-1SG forms to the appropriate associate dean.

- ___ Is the form completed correctly (including all authorized signatures)?
- ___ Is the stipend correct?
- ___ Is the budget code correct?
- ___ Is the sub-object code correct?
- ___ Is money available in the correct sub-object?
- ___ Is the Banner Position Number included?
- ___ Is the Banner Position Number **correct for the budget you wish to charge?**
- ___ Non-academic units – have you obtained approval from the appropriate associate dean?

ADDITIONAL HIRING DOCUMENTATION

(send all required documentation with the E-1SG)

- ___ Have you submitted the Direct Deposit of Pay details online (required for all new hires)?
- ___ Have you submitted current State and Federal Tax Forms for new hires? (It is the department's responsibility to offer current tax forms to students as part of the hiring package. Send to Payroll.)
- ___ Is the I-9 complete?
- ___ Is the Selective Service Compliance Form (male employees only) completed?
- ___ Is a copy of the Social Security Card on file?
- ___ Is the Conflict of Interests Dual Employment Reporting Form on file? (Send to E-1S Processing.)
- ___ Is the Elected Official Form on file? (Send to E-1S Processing.)
- ___ Is the Policy Acknowledgement Form completed – Policies 1.05 & 1.75? (Send it E-1S Processing.)
- ___ Is the Graduate Assistant Responsibility Form (G9) completed?
- ___ T1s and G9s are sent directly to the Graduate School electronically at graduateschool@odu.edu.
- ___ Is the Certification of Graduate Teaching Assistant as the Instructor of Record (T1) on file for each GTA who will be an instructor of record in Banner?

Please take steps to avoid delays. Payroll cannot produce paychecks for graduate assistants until after the E-1SG is fully processed by E-1S Processing. The E-1SG cannot be processed until all associated paperwork is completed by the department, approved, and forwarded to the appropriate associate dean. Please allow sufficient processing time for the associate dean's review and submission to E-1S Processing.

- ___ Do you have the confirmation copy of the E-1SG form? If yes – your graduate student may begin work. If no, do not allow the graduate student to begin work.

STUDENT DATA WORKSHEET (obtained from the student BEFORE he/she begins work – this information is used to assist the department in completing the hiring paperwork)**PART 1:** DATE: _____NAME: _____
First MI Last

ID NUMBER (UIN): _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

APPOINTMENT DATA:

ETHNIC	<input type="checkbox"/> (WH) White	SEX:	<input type="checkbox"/> Male
BACKGROUND:	<input type="checkbox"/> (BL) Black		<input type="checkbox"/> Female
	<input type="checkbox"/> (HS) Hispanic		<input type="checkbox"/> Other
	<input type="checkbox"/> (AP) Asian/Asian American		
	<input type="checkbox"/> (AI) American Indian/Alaskan Native		

RESIDENCY STATUS:
 U.S. Citizen
 Resident Alien
 Non-Resident
MARITAL STATUS:
 Single
 Married

DATE OF BIRTH: ____/____/____

(Completed by hiring department)**PART 2:** BANNER BUDGET CODE: _____

EMPLOYEE TYPE:

 Graduate Teaching Assistant (4022/4122) Instructor
 Graduate Teaching Assistant (4022/4122) Assistant
 Graduate Assistant Research (4023/4123)
 Graduate Assistant Administrative (4023/4123) *
 Student Hourly - without FICA (4025)
 Student one-time special payment (4025)
 Federal Work Study (4028)
E-1S DATA: Start Date _____ End Date _____

Hours/Week _____ Rate \$ _____

Weeks/Period _____ Total Amount \$ _____

*Attach the Approval of Graduate Assistant Position and Recommendation and Approval of Student.

ELIGIBILITY:

FWS Award (Work Study Only): \$ _____

Direct Deposit of Pay: _____

I-9 on File: _____

Current State/Federal Tax Forms: _____

Date E-1S Completed: _____

Elected Official Form: _____

Number hours enrolled: _____

Conflict of Interest Dual Emp Form: _____

A newly hired student may not begin work until your department receives the confirmation copy of the E-1SU or E-1SG form.