OLD DOMINION UNIVERSITY/PAYROLL STUDENT EMPLOYMENT

GRADUATE HOURLY EMPLOYMENT DATA FORM REQUIREMENTS AND INFORMATION

The Graduate Hourly Employment Data Form (E-1GH) may be used to hire current graduate students not working in assistantships. Graduate hourly employees are paid an hourly rate and enter hours worked via web time entry. Web time entry must be approved and submitted by the department approver assigned.

Graduate students must be enrolled each semester for six credit hours to be eligible to work.

During Summer, students must have been enrolled for six credit hours the previous semester or be currently enrolled for summer semester.

FORM COMPLETION:

On the top right-hand portion of the form provide the WTE approver information and the contact information

Section I. Department information – Banner position # must be completed with a current position number beginning in the prefix GS and using subaccount 4044. **Contact the Budget Office at X3127 to request a new position for your budget**. Complete the department name and budget code fields.

Section II. Student Data – complete the I-9 start date for all new student hires. Complete all fields for new hires. Complete Name, UIN, Domicile, Program, Semester, and total graduate credit hours for continuing employees.

Section III. Financial Support Data – Complete the start date – **always the 10th or the 25th** of each month, total hours per week – **20 hour per week limit,** and the hourly rate – **use the wage chart on page 2 of the E-1GH form.**

Section IV. Budget Authorization – all signatures are required. **Dean and Graduate Program Director signature for academic departments only.**

Essential information:

New graduate employees must be onboarded – contact Lisa Hecker X3193 if you need access and instructions.

Graduate hourly employees may not work more than 20 hours per week.

Graduate hourly employees will enter hours worked in web time entry each pay period. Pay periods are 25th through 9th or 10th through 24th. See Payroll schedule https://www.odu.edu/sites/default/files/2024/documents/payroll-schedule-cy2024.pdf.

Graduate hourly employees may not be employed in any other graduate position while working as a graduate hourly employee.

Graduate hourly positions must be terminated in Banner before Student Employment can apply a different position or new position for the graduate student.

Contact information for assistance:

Brenda Woodhouse – Student Employment processor A- M – Bblount@odu.edu X5399

Joyce Thornton – Student Employment processor N-Z – Jdevans@odu.edu X6268

Lisa Hecker – Payroll Compliance and Student Employment Supervisor -lhecker@odu.edu X3193