

Bi-Weekly Payroll Procedures

The Human Resources Office (HR) at Chadron State College (CSC) administers the bi-weekly payroll process for all hourly employees. This document outlines the processes and procedures to utilize and reference in the employment of bi-weekly workers. This document is the property of Chadron State College and the College reserves the right to amend this document at any time. Applicable documents can be found at www.csc.edu/hr/student

Direct any questions to Human Resources – Sparks Hall Rm 122 – 308-432-6224 or payroll@csc.edu

Please remember that the majority of bi-weekly employees are here first as students, and second, as employees. Their employment is an opportunity to learn about professionalism, time management and work ethic, but their academic needs deserve priority. Student employees should be performing assigned duties during their scheduled hours, and not using work hours for studying.

Definitions:

Bi-Weekly Employees – General classification of all hourly paid employees of Chadron State College (less than .75 FTE and ineligible for benefits or leave accruals)

Work Study (WS) Employee – student who is eligible and has accepted a Federal Work Study Award (permit). This individual will have received a permit via email from Financial Aid that needs to be provided to the supervisor. WS employees are eligible to work for an approved off-campus agency.

Departmental Employee – employee (may not be a student in some situations) who works for a department on-campus.

Advertising for Bi-Weekly Employees

Complete the “Bi-Weekly Employment Request” form at <http://www.csc.edu/hr/biweekly/>

Position(s) will be posted on the HR Student Employment website: <http://www.csc.edu/hr/studentpositions>

This link can be provided to individuals seeking employment.

When a position(s) is filled, please contact HR to have the posting removed. Postings listed for more than 60 days will be removed. Job postings are not retained and need to be submitted each semester.

Applications & Interviewing

Bi-weekly employees are required to complete a Chadron State College Employment Application prior to employment beginning. To assist the hiring department, HR strongly encourages supervisors to request this document prior to interviewing/offering a position, however is not required. Departments will not modify the original CSC employment application or use another application. Additional questionnaires or materials used in the hiring process need HR approval prior to use.

A printable CSC Employment Application is available at www.csc.edu/hr/student

All applications will need to be sent to HR when a department completes their search.

Interviews for a position, while not required, are also encouraged for not only finding the most qualified candidate but also the experience associated with a job interview.

Hiring Guidelines:

- Must be 18 years old, unless an enrolled freshman at Chadron State College (see application).
- Preference should be given to current Chadron State students.
- Bi-weekly employees cannot be supervised by a family member.
- Bi-weekly employees that will have access to or possess keys, will need to complete the key request form (*requires a Vice President signature*) www.csc.edu/hr/forms.csc

Upon an offer and acceptance of a position, supervisors need to provide the applicable packet or direct the employee to the website where a packet can be obtained.

New Bi-Weekly Employee Packet

*For any new bi-weekly employee, or a former employee who has not worked for Chadron State in **over 6 months**.*

Returning Bi-Weekly Employee Packet

*Any employee who is returning to work **within 6 months** of the last time record submitted.*

ALL bi-weekly employees need to have a completed bi-weekly employment packet on file in Human Resources. Employment **cannot** begin until all paperwork is complete and verified with HR.

New employees to Chadron State College will need to complete the “New Bi-Weekly Employee Packet” which includes:

- Bi-Weekly Employee Information Sheet
 - CSC Employment Application (supervisor send to HR if submitted in application process)
 - I-9, Employment Eligibility Form; bring **original** IDs to HR (acceptable forms on page 3 of I-9)
 - W-4, Federal Income Tax Withholding
 - Drug Free Workplace / Reasonable Cause Drug & Alcohol Testing/ Student Worker Agreement Form
 - Direct Deposit; include a voided check
 - Criminal Background Check Form
 - Hiring Form
- all forms will need to be completed*

Returning employees to CSC will need to complete the “Returning Bi-Weekly Employee Packet” which includes:

- Bi-Weekly Employee Information Sheet
 - Drug Free Workplace / Reasonable Cause Drug & Alcohol Testing page & Student Worker Agreement Form
 - Background Check Form
- When returning to HR; other materials will be verified

Upon completion of HR requirements, supervisors will receive a stamped copy of the hiring form indicating that the employee is approved to work. Off campus employees (both new and returning) will receive a “yellow card” to return to the hiring supervisor. The supervisor upon receipt will fill in the **actual 1st day working**, rate of pay, sign the card and return to HR **before the 1st day of employment**.

Criminal Background Checks

Board Policy 5040 available at www.nscs.edu

In compliance with the Nebraska State College System Board of Trustee’s Policy 5040 Criminal Background Checks; Employees the College shall conduct criminal background checks for students and temporary employees who are offered employment in any of the positions listed below. Additionally, criminal background checks for students employed in other areas may be conducted as determined necessary at the discretion of the College. Successful completion of a criminal background check will be a term and condition of employment.

The College shall conduct criminal background checks on temporary and student employees as designated below:

- 1) Any employee working in a College child care center, preschool program, “Kiddie College”, residence hall, any type of athletic/academic camp or event involving minor children (under the age of nineteen (19) years);
In addition to a criminal background check, each College child care center or preschool program is required to conduct pre-employment background checks through the Nebraska Department of Health and Human Services (Nebraska Central Registry of Child Abuse and Neglect and the Adult Protective Services Central Registry).
- 2) Any employee with access to money or financial information of the College or System;
- 3) Any employee with access to campus master keys;
- 4) Any employee with access to confidential student/employee information;
- 5) Activity center staff;
- 6) Athletic staff positions including any level of coaching staff, managers, athletic trainers/assistants;
- 7) Bus drivers;
- 8) Graduate Assistants;
- 9) Housing and residence life staff;
Criminal background checks are also required for anyone who has requested to reside with residence life staff in on-campus housing and who is 19 years of age or older (e.g. spouse, domestic partner, boyfriend/girlfriend, fiancée). A satisfactory criminal background check must be completed before they are allowed to reside in on-campus housing with the employee.
- 10) Information technology employees; and,
- 11) Security employees.

Note: **Work Study Programs.** College students working under federal work study programs at off-campus locations will not be subject to background checks pursuant to this Policy. Prior to making payroll arrangements to assign work study students to community employers (generally not-for-profit organizations or public schools), the College must enter into a signed agreement with the community employer to clarify that the College is not responsible for conducting a background check on the student to determine the suitability of such community placements.

Note: **International Students.** International student employees who have resided in the United States for less than six (6) months, will not be subject to a criminal background check at the time of initial hire given that there will be no history available. After a period of six (6) months, they will be subject to criminal background checks on an ongoing basis in accordance with this policy.

For student/bi-weekly employees, at the discretion of the supervisor and HR, employment may begin prior to receipt of final results, however continued employment will be conditional upon satisfactory results.

Final results of all background checks are retained within the HR office and upon request to the Human Resources Director, the employee shall receive a copy of the background check report.

Work Study Permits

Prior to a WS student beginning work study employment, the employer must have the student's work study permit in hand. Financial Aid will be emailing permits to students on the first day of classes. This permit needs to be retained by the supervisor for five (5) years following employment. HR does not need a copy of the permit.

Bi-Weekly Time Limitations

NSCS Board Policy 5010 available at www.nscs.edu

Temporary Employees - This category includes hourly employees such as seasonal, special events, short term replacements, and other employees who are hired into non-budgeted positions. Temporary employees shall not work more than twenty-four (24) hours in any given week. An exception to that limitation may be allowed by the Vice President of Administration and Finance, so long as the total number of hours worked in a year does not exceed one thousand four hundred fifty-six (1,456) during the twelve (12) month calendar year. Temporary employment opportunities may be posted at the discretion of the College. Temporary employees shall receive a letter at the time of hire explaining the limited nature of their position. Temporary hourly employees shall be paid through bi-weekly payroll.

Student Employees - This category includes all employees whose primary occupation or involvement is that of student. Regardless of the funding source, student employees may not work more than one thousand four hundred fifty-six (1,456) hours during the twelve (12) month calendar year.

a. International students or non-resident alien student employees who are on F-1 Visas are not allowed to work more than twenty (20) hours per week when school is in session and up to forty 40 hours per week when school is not in session including summer and semester breaks.

b. Work study student employees may not work more than twenty (20) hours per week during the academic year in which they receive work study funds.

Position(s)

Work study employees can work in more than one position (work study and departmental); however an employee with work study cannot work more than twenty (20) hours in their work study appointment, nor exceed forty (40) for the week. If working in two (2) work study appointments both positions will count toward the 20 hour per week limit.

Bi-weekly employees may work in more than one position as long as their **total** number of hours worked does not exceed 40 in a week.

Bi-weekly employees can fill a position for an academic semester, year or more; however based on employment needs within departments, there are no guarantees of continued employment in a position. Please contact HR for information regarding ending employment.

Graduate Assistants

GAs may have a bi-weekly position in addition their graduate assistantship. Hours in the secondary position are generally limited to 15 per week with exceptions granted by the Vice President of Administration and Finance, and are above and

beyond those required of the graduate appointment. The secondary position must be outside of the department/area of the primary graduate assistantship appointment.

Resident Assistants & Senior Resident Assistants:

The following values are assigned to RA/SRA positions:

- Resident Assistants – 15 hours per week
- Senior Resident Assistants – 20 hours per week

If you employ a student who is also a Resident Assistant/Senior Resident Assistant, please note that they may only work a total of 40 hours per week but cannot exceed 1,456 hours over a 12 month calendar year. When figuring the 40 hours per week, you will need to also include the above noted work hours in a RA/SRA job.

Supervisors and employees are responsible for insuring that hours are not exceeding the above limitations.

Time Trackers – www.csc.edu/hr/student

Two versions of a Time Tracker Excel spreadsheet have been developed to assist supervisors and/or bi-weekly employees with tracking of time worked. The FWS one allows individuals to fill-in award amounts for the semester and see remaining amounts/hours available, whereas the hourly tracker is for cumulative hours worked only. Both are built using the last day of the pay week. Neither document is to be submitted to HR, they are to assist supervisors/employees.

Overtime

Bi-weekly employees should not be allowed to work overtime (over 40 hours per week). However, if more than 40 hours are worked in a week, CSC is required to pay time at one-and-one-half the regular rate. If an employee works in more than one position on campus, hours worked from all jobs are added together to determine overtime eligibility.

Time Records

Individual bi-weekly time records are to be Submitted/turned in weekly to the HR/Payroll Office, by 12:00 pm on Mondays (exception of holidays and/or campus closure; then due Tuesday by 12:00 pm). Time records received after 12:00 pm on the Monday following the end of the pay period will not be guaranteed for payment during the current pay cycle.

On-Campus ESS Time Entry: To enter time go to <https://firefly.nebraska.edu>. Log in using your NUID and Password. Click on “Employee Self Service Tab” (ESS) then click on “Timesheet Entry Tab” to enter hours. The timesheet entry tab will default to the current pay work week. The color legend indicates status of hours on the calendar as well as in the screen below. Enter time in the timesheet. Click the checkbox next to each day that has the same approver and select the worklist button then select the appropriate position approver. Select type of hours and highlight the types of hours to be recorded. Click the icon to enter texts if you would like. Click the + button to add another row if you worked another position the same day or worked a split shift. Enter the start and end time hours using military time. Once the hours have been filled out for the day click the save bottom in the bottom right hand corner of the screen. Upon saving, the lines with entries and corresponding calendar days are highlighted in yellow to indicate saved but unreleased for supervisor approval. At the end of the work week click on Release entries to notify supervisor that time is available for approval. Lines with entries highlighted in blue indicate released for approval.

Supervisors will then need to log into their firefly and approve the employees time by 12:00pm on Mondays.

Off-Campus Paper Timesheets: Electronic signatures are considered as effective and valid as the original, allowing forms to be submitted electronically, however paper copies are also allowable. As the employee/supervisor, your signature on the time record is confirming the accuracy and truthfulness of actual time worked.

In the event your department utilizes a time clock, please contact Human Resources regarding available options. Hours should be recorded as they are worked (daily) and not prior to the work occurring. Time records are to be used for recording actual time worked and not used as a schedule. If time is worked but not recorded correctly, a time record for that week should be submitted as soon as possible. Do not carry hours forward/back to meet time limitations, time must be accurately reported for the hours worked on the specified day.

If a time record is submitted as a paper copy, the time record needs to be completed and signed in ink. Records should not be submitted in pencil. **Records missing employee or supervisor signature may not be processed until signatures are complete.**

Any corrections or alterations to a time record need to be initialed (do not use correction tape or white out). If changes are made after signed by the employee, the supervisor needs to initial and provide a copy of the changed record to the employee. In the event a correction/change is made in HR, an email will be sent to the supervisor and employee noting the alteration.

The following will be reviewed prior to payment processing:

- Employee/Supervisor signatures
- Personnel Number
- Work study indicator; failure to mark this will charge 100% of wages to department cost center.
- Correct entry of dates and time, as well as total of hours worked.

Missing information may delay processing and payment, as these documents will be returned for correction(s).

Human Resources is not responsible for late hours. It is the employee and supervisors responsibility to ensure hours are entered and approved on time. Hours submitted after the deadline will be paid during the next available cycle.

Any errors on the time record will be reported back to the supervisor and employee with correction and/or request for additional information from the payroll@csc.edu account, or from an HR employee.

Pay advances against future earnings are not permitted.

Employee Separations

If a bi-weekly employee ends employment; please email payroll@csc.edu with the last date of employment.

Payroll Information

Bi-weekly worker hours are paid every two (2) weeks; with the work week being Friday through Thursday. The first direct deposit will be made two weeks after the first pay period ends, and then every two weeks thereafter. Paydays are every other Thursday. See schedule at www.csc.edu/hr/student

Direct deposit is mandatory for all employees; pay stubs indicating the amount deposited can be accessed through Employee Self Service at <https://firefly.nebraska.edu> – accessed with NUID and password as established. Contact HR if there are complications accessing ESS.

Pay Rates – updated January 1, 2016

Bi-weekly employees can be provided an incentive to return to the same position year after year as follows:

- Year 1 - \$9.00 per hour
- Year 2 - \$9.20 per hour
- Year 3 - \$9.40 per hour
- Year 4 and any thereafter - \$9.60 per hour

A year is comprised of two (2) academic semesters OR an academic semester and summer employment. It is the supervisor's responsibility to monitor and notify the payroll office of any increases due. When an increase or change occurs, please email payroll@csc.edu.

A written justification may be submitted to the Vice President of Administration and Finance to receive approval to pay any bi-weekly employee above minimum wage. Until this approval is received; minimum wage will be applied to hours worked. This request is unnecessary for students returning to the same position (as outlined above).

Each department/office is responsible for paying 25% of work study wages and 100% of any other wages.

W-2s

Bi-weekly employees are encouraged to sign-up for the electronic W-2 through Firefly aka Employee Self Service. Bi-weekly employees who separate prior to December 31 will automatically be mailed a printed W-2 to the permanent address in ESS in January.

Social Security & Medicare Taxes

Students currently enrolled at CSC, meeting minimum enrollment requirements, and who are employed thru CSC either

on or off-campus, are exempt from social security. If a bi-weekly employee does not meet the minimum threshold of credit hours for exemption, social security and Medicare taxes will be withheld from the employee's pay and the department/office will be responsible for the total amount of wages earned, including FICA/Medicare taxes.

Employment/Wage Verification

Please forward all requests for employment or wage verification to Human Resources for completion. This includes requests from the Departments of Labor, Health and Human Services, and Unemployment. Other examples would be from a housing agency or mortgage broker. Failure to complete these forms in a timely and accurate manner can be detrimental to either the employee or college or both parties.

Contracts/Employment Agreements

Departments cannot enter into written employment contracts or agreements with bi-weekly employees. Any department using a document that is signed by both an employee and supervisor, must forward a copy to Human Resources for review.

Contract for Services

Any individual being paid through payroll (bi-weekly or monthly) **is not eligible** to enter into a contract for services with the college. If there is a question as to which is applicable (payroll or contract for services) please contact HR.

Disciplinary Action and/or Dismissal

Prior to taking any disciplinary or dismissal actions, please contact Human Resources.

Dress Code

The work environment generally dictates the level of appropriate dress. Supervisors may provide guidance regarding what is appropriate and inappropriate in the workplace. Generally unsuitable apparel can be determined if it creates a distraction interfering with the individual's work or co-workers, or is advertising offensive and/or inappropriate material. If apparel is inappropriate, a supervisor may request an employee to leave work to change.

International Students

International students who hold F-1 visas (and have already obtained a social security card/number) may work on the CSC campus up to 20 hours per week while classes are in session and up to 40 hours per week during school breaks. Federal tax guidelines for completion of the W-4 are available in Human Resources. International students may not begin working until they have received an assigned social security number/card.

Students on Optional Practical Training (OPT) or Curricular Practical Training (CPT) may work more than 20 hours per week but must fall within Board of Trustees Policy 5010 requirements of 24 hours per week or 1,546 hours per year.

An international student who is also a Resident Assistant/Senior Resident Assistant, may only work a total of 20 hours per week while classes are in session. An RA may be employed in another job on campus for an additional 5 hours per week. If they are a Senior Resident Assistant, they have already met their 20 hour limitation and may not be employed in another position on campus.

Work Locations

Bi-weekly employees need to be working in environments where supervisors can verify their physical presence and quantity and quality of hours worked. Off-campus employment is limited to those areas with which arrangements have been made with both Financial Aid and Human Resources. Telecommuting is not allowed for bi-weekly student employees.

Operation of Vehicles

Bi-weekly employees should not be requested or required to use a personal vehicle to conduct college business. Contact the Parking/Safety office for additional information.

Volunteer Forms

Individuals volunteering at Chadron State College need to annually complete the volunteer form and/or background check depending on activity. Please note, an individual cannot volunteer to do the same duties for which they have previously been compensated. Additionally, if you are paying another individual to do similar tasks, all individuals must be compensated. Forms need to be completed prior to events happening, with all signatures.