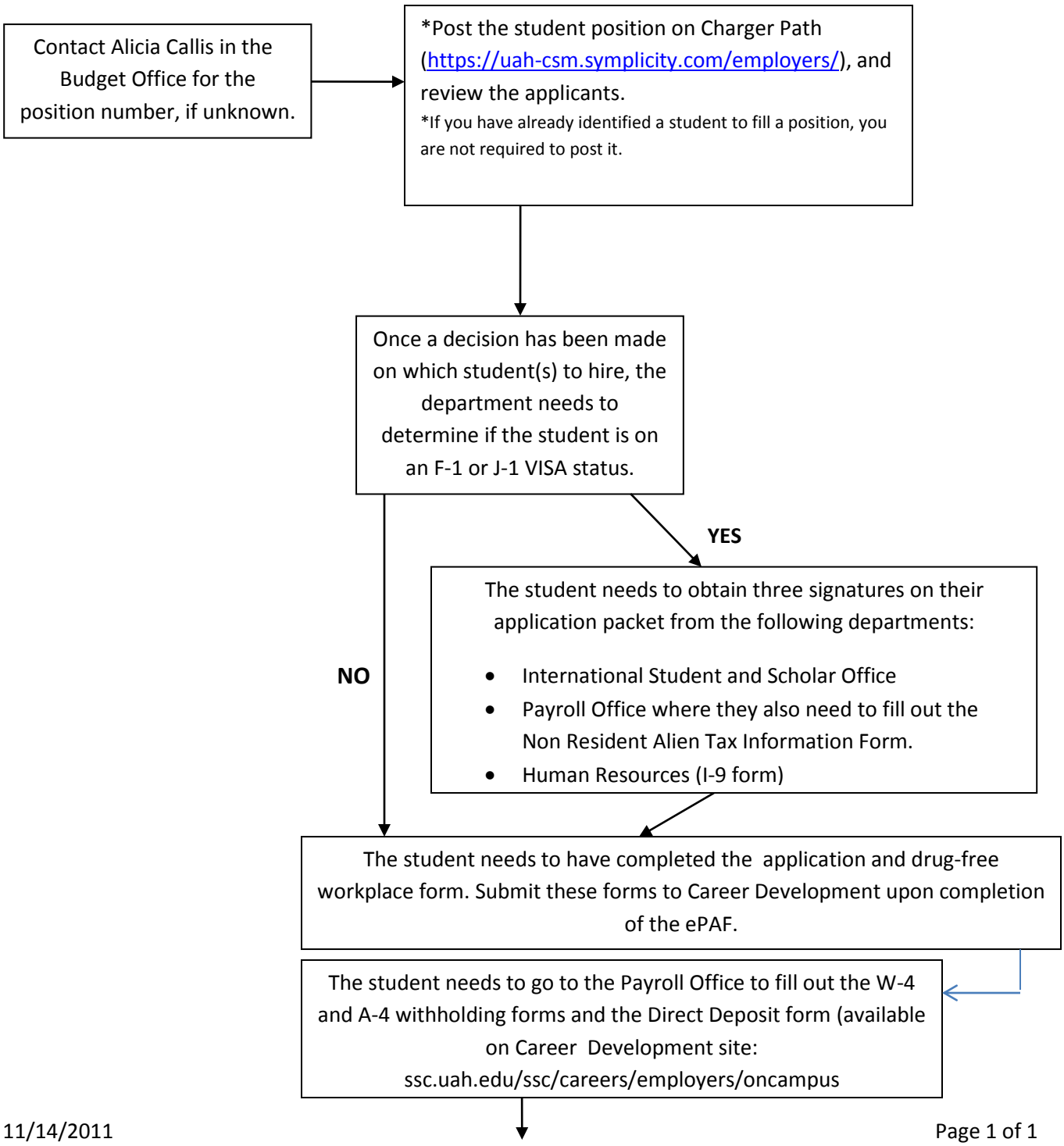
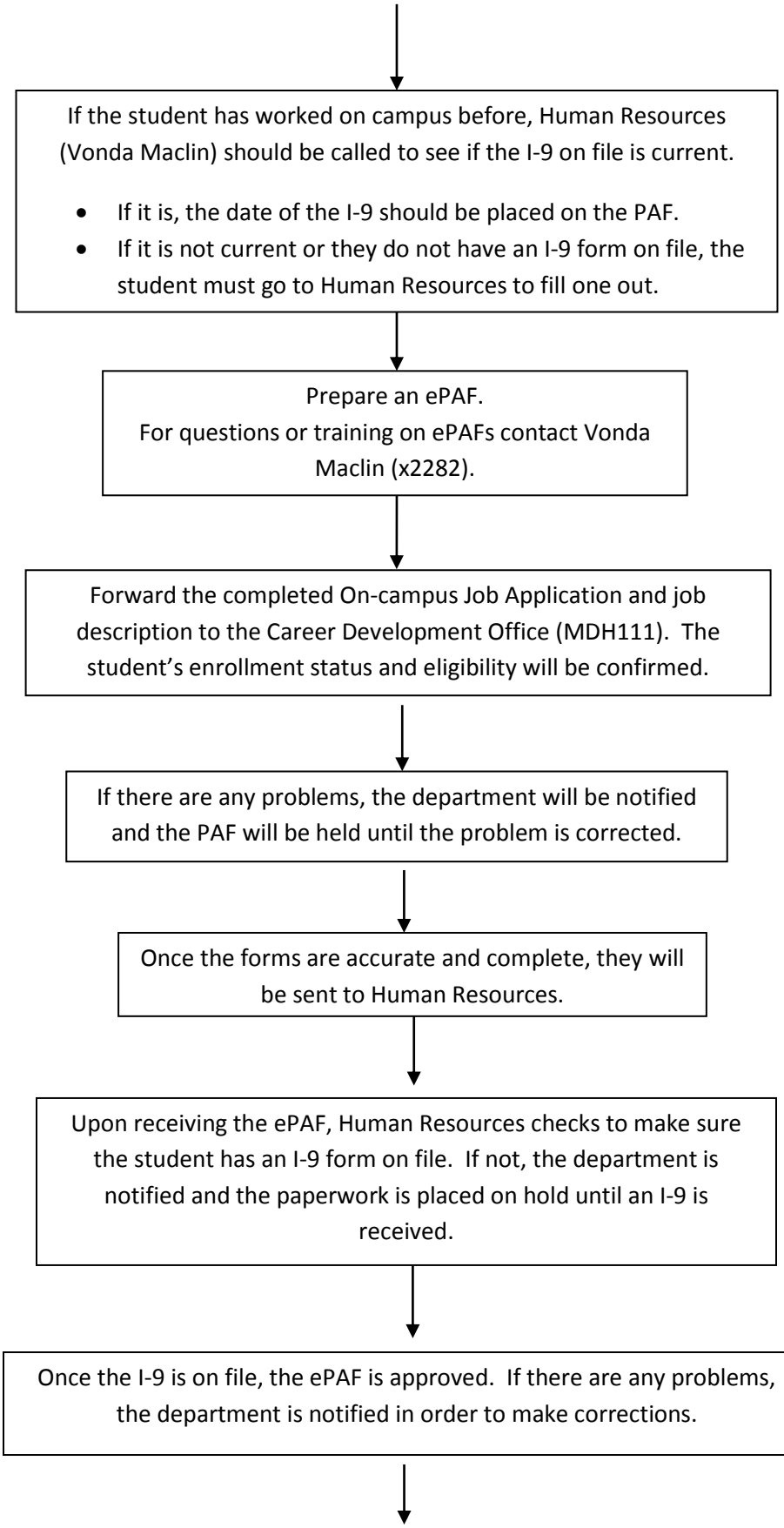
Step-By-Step Process for Hiring a Student Worker



Step-By-Step Process for Hiring a Student Worker (Continued)



Step-By-Step Process for Hiring a Student Worker (Continued)

When all information is correct and the PAF is approved,the Payroll Office is notified.

Once in Payroll, the PAF is checked against the timesheet and Web Time Entry.

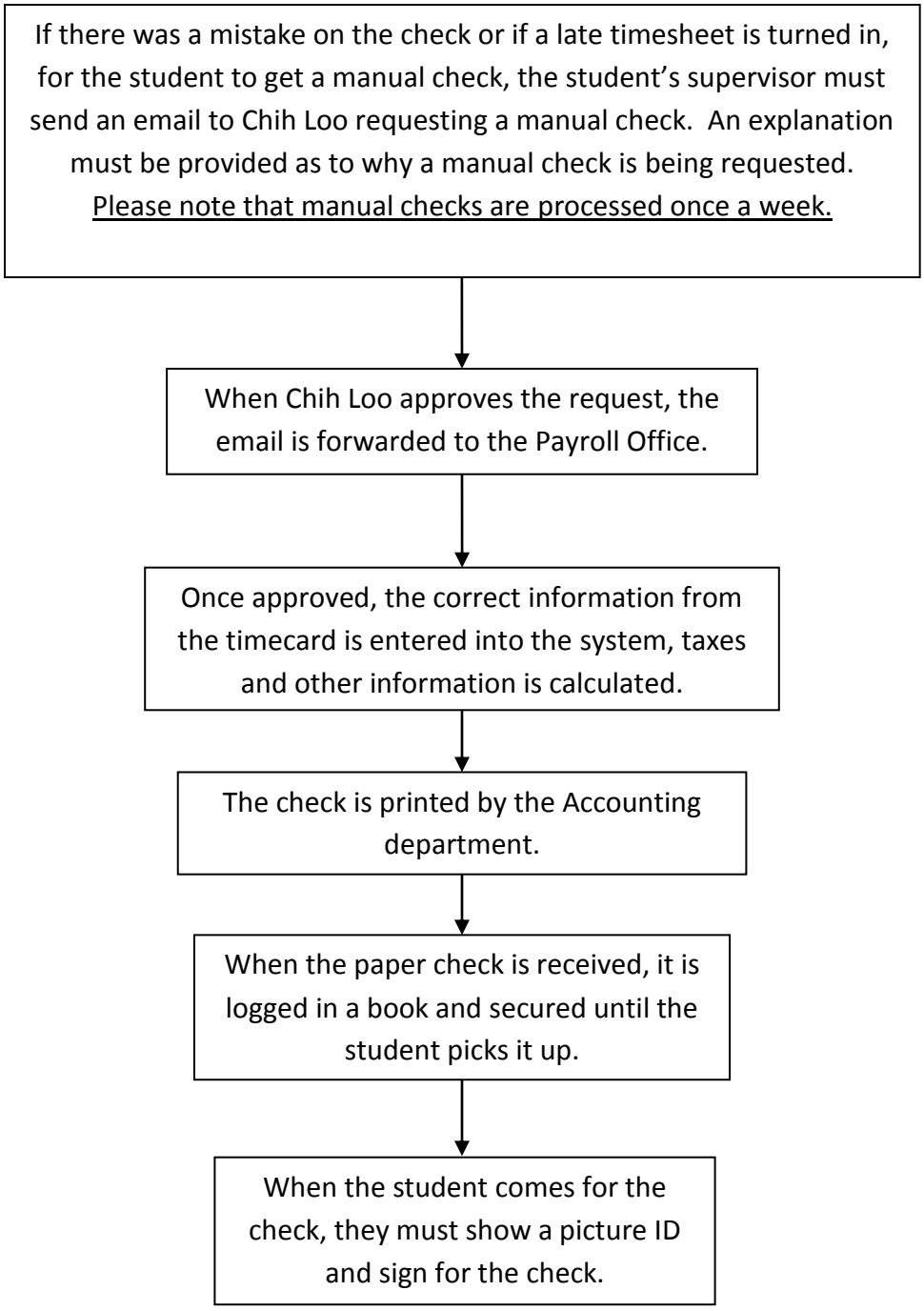
Web Time Entry is then set up for the student so they can **enter their time via the web** instead of a paper timesheet.

In order for a student to get paid, a timesheet must be turned in. When the timesheet is received, it is checked for the required signatures from the supervisor and the student.

- If the supervisor's signature is missing, the department is notified and asked to send a copy with the signature. The timesheet will be processed but the check will be held in office until the timesheet is signed by the supervisor.
- If the student's signature is missing, the department is notified. The check is held in the Payroll Office until the student comes by to sign the timesheet and picks up the check.

Once all the required signatures are verified, for the student to get paid, the hours on the timesheet are entered into the system. If no timesheet is received, the student will not get paid. Also, if complete information is not received, the student will not get paid.

The checks cannot be picked up until payday. On payday, the student must show a picture ID and sign for the check.

Step-By-Step Process for Hiring a Student Worker (Continued)

Manual Checks