

# Payroll & Employing Students

*Certificate in University Financial Management*

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Office of Finance

2025 edition



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## Overview

### Today we will review...

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



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## Mission of the Payroll Office

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

[Payroll needs your help to do this!](#)



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<https://www.odu.edu/finance/payroll>

[Home](#) / [Office of Finance](#) / [Payroll](#)

### Payroll

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. University departments must submit timely, correct, and complete information for payroll purposes.

**Please Note:**  
If correctly completed hiring paperwork and/or Web Time Entry timesheets are not submitted to Human Resources and/or Payroll by the published deadlines, employees cannot be paid. Please refer to the [Payroll Schedule](#) for hiring paperwork deadlines and the [Web Time Entry Submission Schedule](#) for timesheet submission deadlines.

### Bonuses & Awards

Departments who wish to award bonuses or awards are required to follow the appropriate process for the employee type. Please address questions about the process to the appropriate office for the employee type.

[Find information on employee bonuses >](#)

**Classified/Hourly**  
[Contact Human Resources >](#)

**Faculty/Adjunct Faculty**  
[Contact Academic Affairs >](#)

**Student Employees**  
[Contact Payroll >](#)

### Employee Relocation Bonus

Please review ODU's [Employee Relocation Bonus Guidelines](#) for more information, and contact [Human Resources](#) with any questions.

**OFFICE OF FINANCE**

- [Accounts Receivable](#)
- [Controller's Office](#)
- [Data Control](#)
- [Forms](#)
- [General Accounting](#)
- [International Tax & Payments](#)
- [Payroll](#)**
- [Reimbursement](#)
- [Training](#)

**CONTACT**

**OFFICE OF FINANCE**  
2003 Bollins Hall  
Norfolk, VA 23529

757-683-3030 (Office)  
757-683-4100 (Fax)  
[Directory](#)

**QUICK LINKS**

- [Banner Hotline](#)
- [Student Assistance: tuition@odu.edu](#)
- [Student Assistance: 757-683-3030](#)

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## Types of Employees

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

<https://www.odu.edu/human-resources/employees>

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## Many Different Employee Types at ODU

<https://www.odu.edu/human-resources/employees>

### Classified/Faculty

- Exempt
- Non-Exempt
- To include Administrative & Professional Faculty
- Bi-Weekly Officers

### Adjunct Faculty

### Non-Instructional PT Faculty

- Academic Affairs Non-Instructional Faculty
- Non-Academic Affairs Non-Instructional Faculty

### Hourly Wage

- To include University & Student Hourly Employees

### Other Student Employees

- Grad Assistants
- Teaching, Research, & Administrative
- Federal Workstudy

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## Classified - Exempt

Hiring Process is completed in HR  
Employees responsible for recording  
leave time taken only & compensatory  
leave earned

- i.e.: vacation, sick time, etc.
- Must submit a timesheet for every pay period, no exceptions
  - "No Leave Taken"
- Never may qualify for time-and-a-half OT pay
- Should properly report increments when a full hour is not taken or earned



<https://www.odu.edu/human-resources/employees/classified>

## Classified – Non-Exempt

Hiring Process is completed in  
HR

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

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## Administrative vs. Professional (AP) Faculty

<https://www.odu.edu/human-resources/employees/faculty>

### Administrative Faculty

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

### Professional Faculty

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

Sometimes AP Faculty must be paid for temporary or interim duties

- i.e.: Special Projects, Additional Duties
  - anything outside of their regular position description, duties performed for another campus department, duties outside of the regular work week
- Complete the **Request for Temporary Pay for Administrative & Professional Faculty Form**

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## Bi-Weekly Officers

Hiring Process is completed in HR  
Employees responsible for recording all time worked and all leave taken each pay period

- i.e.: vacation, sick time, etc.
- Pay schedule different than Classified exempt/non-exempt employees.
- Must submit a timesheet for every pay period, no exceptions
- Qualified for time-and-a-half OT pay
- Should properly report increments when a full hour is not taken or earned



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## Adjunct Faculty

<https://www.odu.edu/acadaffairs/faculty-resources/adjunct-faculty-pay>

- Adjunct Faculty teach Continuing Ed, Graduate, and Undergraduate
  - ODU's Standard = doctoral or masters' degree with concentration in specific discipline **OR** completed at least 18 graduate credit hours in the discipline
- Teach on **very part-time** schedule (not full course load)
- Academic Affairs processes appointments, hires, and processes payroll for adjuncts
  - No Adjunct Position exists without an Appointment!
  - Adjunct Appointments must be approved by academic department chair, College Dean, & the Provost or their designee
    - Appointment Requests should be submitted using **ODU Adjunct Faculty Approval & Employment Authorization Form**
    - Adjunct Term of Appointment = **3-5 years**
  - Adjunct Payroll process through FLAC (Faculty Load & Compensation)
    - FLAC POC: Teresa Mariner, 683.3075
    - Most paid on a "Fixed Teachload Rate" based on appointed academic rank, and paid according to start and end dates of classes they teach
    - Most credit courses = 3.0 hours (range = 3.0-5.0 hours)
- Academic Affairs: [www.odu.edu/acadaffairs](http://www.odu.edu/acadaffairs)
- **GOT 4031s??** More info on **Non-Instructional PT Faculty** and **Non-Academic Affairs Non-Instructional PT Faculty** may be found here too – Forms for Pay for each of these positions found here: <https://www.odu.edu/human-resources/hiring/direct-hire-4031>

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## Hourly Wage University Employees (4021)

<https://www.odu.edu/human-resources/employees/hourly>



- "...Employment to meet seasonal, temporary, part-time, or casual workforce needs."
  - Hiring Paperwork completed by HR (**E-1 Temporary Employment Data Form**)
- Limited to working 1500 hours between May 1 – April 30 annually, called the **Employment Year** (effective May, 2013):
  - Work no more than **29 hours per week** on average over the course of these 12 months (5/1-4/30)
  - Work no more than **1500 hours per employment year**, NO EXCEPTIONS!
  - Tracked by immediate supervisor!
  - Questions? Kimberley Blue, HR
    - 683.3046 or [kblue@odu.edu](mailto:kblue@odu.edu) or [hrrcruitment@odu.edu](mailto:hrrcruitment@odu.edu)
- Hourly Wage Employees Record all time worked and all leave taken each pay period
- No benefits received, except worker's comp and \*sometimes\* leave without pay (military, reservists)
  - Are eligible for tax-sheltered annuities & legal assistance program at ODU
- Current wage chart may be found on the Human Resources webpage: [www.odu.edu/humanresources](https://www.odu.edu/humanresources)
- Additional Resources/Info found here:
  - <https://www.odu.edu/human-resources/employees/managers/hourly>



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## Hiring Employees & Achieving Payroll Status

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

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## HR/AA Responsibilities

### First: Attain Payroll Status!

HR/AA completes hiring process for:

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



## Directly Hired by Department?

### 1. Department

- Responsible for all Hiring Paperwork
  - Completed, submitted, approved, AND processed!
- Must be done **BEFORE** an employee begins work
  - HR advises of an official start date

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## New Hire Paperwork

**ALL** hiring documents must be completed, submitted, and processed PRIOR to employee start work!

HR/AA/EIS Processing generally handles recruitment process...if not – Hiring Department responsible for the following:

- Appropriate Authorization Form for employee type (hourly wage, adjunct, etc.)
- Certification for Employment Eligibility (I-9) - **required**
- Child Support Disclosure
- Policy Summary Acknowledgement
- Selective Service Form
- Conflict of Interest/Dual Employment Form
- Equal Opportunity Data Form
- Military Information Sheet
- Copy of signed Social Security Card (**required**)
- Direct Deposit Form (condition of employment – **required**) – **FOUND ONLINE ONLY! Use employee's MIDAS Credentials**
- Tax Forms (Federal and State – **current year**)
  - **If you do not submit current forms, IRS requires ODU to withhold taxes at highest rate, and ODU cannot repay any taxes previously withheld!**

**International Employees:** all hiring paperwork (except authorization) must be completed in VISA Office!

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## Necessary Forms per Employee Type

### Hourly Wage Employee –

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

### Adjunct & Other PT Faculty – [aaadjunctemployment@odu.edu](mailto:aaadjunctemployment@odu.edu)

- Academic Affairs hires and sets up all adjuncts
- Questions?
  - Jasmine Silvera** – Adjunct Employment
    - Appointment Info, Current Adjunct Faculty Status, Assignment of UIN, Initial account setup in Banner
  - Teresa Mariner** – Adjunct Faculty Payroll Processing, Any required changes, FLAC
  - Natasha Bibbins** – Any questions, concerns and the above are not available

### Hiring an employee recently employed by ODU?

- All necessary forms are likely already on file – *check with HR or AA, depending*

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## E-1 Form vs. EPAF Process?

### E-1

Used for **NEW hourly wage** staff

Different Versions of Form depending on Job Category:

- **E-1** for University Employees
- **E-1SU** for Undergrad Student Hourly
- **E-1SG** for Graduate Students
- **E-1GH** for Graduate Student Hourly
- **E-1SP** for Special Pay!

### EPAF

**Rehire, Rate Changes, Terminations, Positions Changes**  
(i.e.: Student Hourly or Hourly Wage)

Electronic Personnel Action Form – replaced E1/E1S Paper Forms

Completed via LeoOnline

- Both are **REQUIRED!**
- Submission Deadlines are available on the Office of Finance webpage to accompany Payroll Schedule:
  - <https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule>
- Quick Reference Guide available online regarding EPAF Approval Categories:
  - <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/epafquickref.pdf>
- HR is available if you have questions, Quarterly EPAF Training is also available for Student Employee EPAF Process (Annual Trainings each June, July, & August too!)

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## Position Numbers

### What is a Position Number?

- Drives where the expenditures for gross wages and any social security taxes will be charged.
  - Each Department assigned specific position numbers for part-time position types.
  - MUST have position number when requesting assistance, guidance, position actions, etc.!**

### Are position numbers interchangeable between budgets?

- NO!** position numbers are assigned to particular budget for specific employee type!
- Pay attention...especially if you oversee more than one budget

### Incorrect position number?

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

### Need a New Position Number?

- Contact the University Budget Office – 683.3127 or [budget@odu.edu](mailto:budget@odu.edu)
  - New hourly and FT positions must be **established** through HR/AA first!

### Funding?

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

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## Other Details for New Hires

### Relocation Bonus?

- Effective 12/2021: The University may offer a Relocation Bonus
  - Contact Human Resources for assistance: <https://www.odu.edu/human-resources>
  - <https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/relocation-bonus-info.pdf>
- Expenses may only be incurred **after** a contract is executed between the employee and ODU – CAPP Requirement

### Who can assist with this process and help with reimbursements?

- Teaching & Research Faculty or AP Faculty with Rank? Contact Shari Swain, Director Of Finance, in AA – 683.5422
- Faculty Administrator? Contact Natalia Watkins, Payroll Tax Specialist in Payroll – 683.4980

### Tax Form Details

- W-4** (Federal Income Tax) and **VA-4** (Virginia Income Tax) must be completed for each employee
- No tax forms submitted?
  - IRS requires taxes be withheld at Single or Married filing Separately and made no other entries on Form W-4**
    - AKA: highest withholding rate!
  - Current Year Forms must be completed and submitted at time of original hire
    - Only resubmit if changes to employee exemptions from withholding
  - International Employees complete these in VISA Office
- Incorrectly Completed Tax Forms?**
  - Payroll Office will notify you
    - Until forms corrected and received, employee will be taxed at Single or Married filing Separately and made no other entries on the W-4 with NO opportunity for reimbursement for past-paid taxes at this higher rate!**

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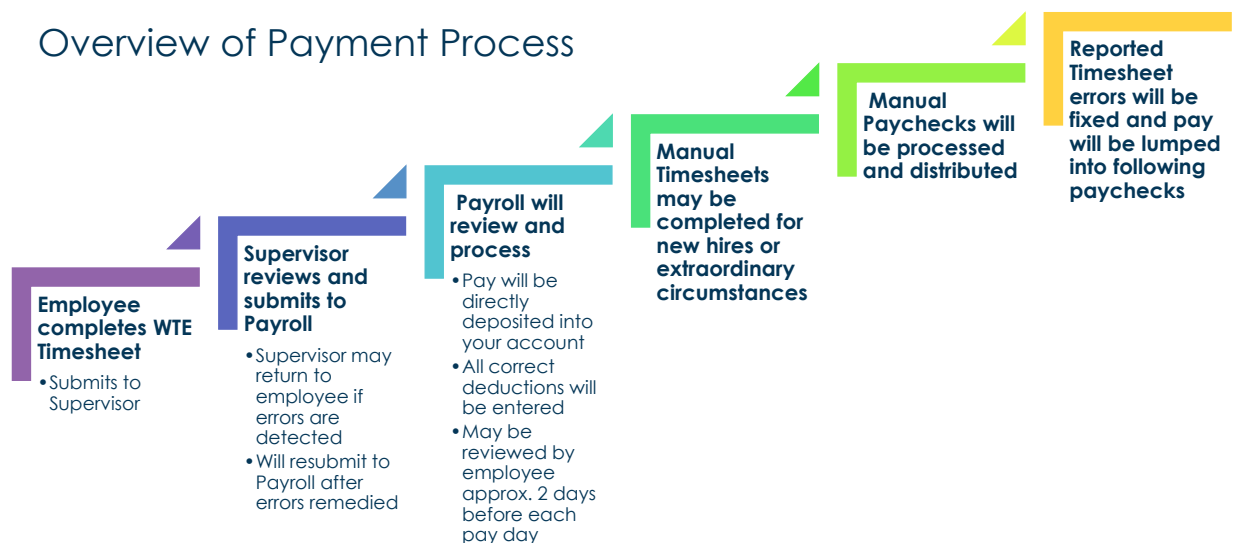
## Timesheets & Pay Information

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

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## Overview of Payment Process



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## Web Time Entry

### What is Web Time Entry (WTE)?

- Banner web-based system designed to enable employees to submit hours worked and leave taken electronically
  - Eliminates paper submission of time sheets, attendance forms, leave forms, etc.

### When to submit Timesheets via WTE?

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



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## Direct Deposit of Pay

### Electronic Funds Transfer (EFT)

- ODU's Standard
- Some Exceptions may include:
  - Underage of 18, No SSN, FWS Employees, Employees changing Financial Institutions (2 pay period window)
- Complete **Employee Direct Deposit Process via Banner Self Service**
  - This process is completed online only—a [User Guide](#) is available to assist with this process.

### What about Inclement Weather Days?

- Checks distributed on the next immediate workday

### Reviewing Pay Information?

- Employees may do so via LeoOnline approximately 2 days prior to each payday

### Changes to Direct Deposit?

- Edit Direct Deposit information at anytime for REAL-TIME EDITS via Banner Self-Service!
  - Instructions on how to do so here: <https://odu.edu/content/dam/odu/offices/finance-office/docs/direct-deposit-self-service-guide.pdf>

### Break in Service?

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

### Terminated Employment?

- DD will remain active until last regular paycheck or leave payout is processed

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## Completing Timesheets

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

- Report correct increments when a partial hour is worked (*or a partial hour of leave is taken!*)

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 Hour
27 min – 32 min, 59 sec	.5		

- If more than 40 hours worked and employee is eligible, OT automatically calculated
  - Must receive prior authorization from management!
- Quick Reference Guides & Videos** available per employee type to assist with step-by-step WTE timesheet completion: <https://odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/types#http://mesh.prod.odu.edu:4502/facultystaff/employee-services/compensation/payroll/web-time-entry/types>

**Late Hiring Paperwork?** Submit **Manual Payroll Check Request Form** if you want employee to be paid on next scheduled pay date

**Late WTE Timesheet?** **Manual Timesheet** may be used, but explanation required,

**Correction to Original Timesheet?** Original WTE must be attached along with **Manual Timesheet**, made AFTER approval deadline has passed

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## **ALERT:** Timesheets are State Documents!



### **All wage documents are state documents!**

Falsification is fraud & could be terms for termination!

#### **What is Falsification?**

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

#### **An employee's submission of a timesheet certifies...**

- The hours are true and accurate
  - Never submit until **AFTER** hours are worked!

#### **A supervisor's approval of a timesheet certifies...**

- All info is correct and that the employee indeed worked the hours shown

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# Payroll Schedule

**ODU follows semi-monthly payroll schedule for all employees**

**A new Payroll Schedule is posted each calendar year**

- <https://www.odu.edu/facultystaff/employment-services/compensation/payroll/schedule>
- Includes important information and deadlines:
  - Employee Type, Pay Periods, E-1/EPAF Deadlines, Approver Deadlines, Pay date

OLD DOMINION UNIVERSITY – SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE  
FIRST QUARTER, ENDING MARCH 31, 2025

PR#	Emp Type	Pay Period	E-1's Due in HR, E-1's Due in E-15 Processing	PT Fee (4027), Higher Ed Assn (4031) Appr: hrs, payroll forms & Salary Changes DUE To AA	To HR	WTE Approver Deadlines HRLY 10 p.m. Classified 10 a.m. Faculty Leave Reports 10 p.m.	Pay Date
111	HRLY SAL	DEC 16-31 DEC 23 - JAN 09	DEC 11** DEC 16 G	DEC 11 DEC 16	DEC 11 DEC 16	JAN 03 JAN 10	JAN 16 JAN 16
112	HRLY SAL	JAN 01-15 JAN 10-24	DEC 18** JAN 07 G	DEC 18 DEC 07	DEC 18 JAN 07	JAN 16 JAN 27	JAN 31 JAN 31
121	HRLY SAL	JAN 16-31 JAN 23 - FEB 09	JAN 13** JAN 21 G	JAN 13 JAN 21	JAN 13 JAN 21	FEB 03 FEB 10	FEB 14 FEB 14
122	HRLY SAL	FEB 01-15 FEB 10-24	JAN 29** FEB 06 G	JAN 29 FEB 06	JAN 29 FEB 06	FEB 17 FEB 23	FEB 28 FEB 28
131	HRLY SAL	FEB 16-28 FEB 23-MAR 09	FEB 12** FEB 20 G	FEB 12 FEB 20	FEB 12 MAR 03	MAR 03 MAR 10	MAR 14 MAR 14
132	HRLY SAL	MAR 01-15 MAR 10-24	FEB 26** MAR 06 G	FEB 26 MAR 06	FEB 26 MAR 06	MAR 17 MAR 23	MAR 31 MAR 31

OLD DOMINION UNIVERSITY – SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE  
SECOND QUARTER, ENDING JUNE 30, 2025

PR#		Emp Type	Pay Period	E-1's Due in HR, E-1's Due in E-15 Processing	PT Pay (4027)/Higher Ed Assn (4031) Appr: hrs, payroll forms & Salary Changes DUE To AA To HR	WTE Approver Deadlines HRLY 10 p.m. Classified 10 a.m. Faculty Leave Reports 10 p.m.	Pay Date	
141		HRLY	MAR 16 - MAR 31	MAR 12**	MAR 12	MAR 12	APR 01	APR 16

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# Overtime

Non-exempt employees generally eligible

- *Classified Exempt are NOT eligible for OT Pay!*
- Must physically work >40 hours during specified work week to be eligible
- 2 types of Overtime – **Pay and Leave**
- **OT Pay** = “time-and-a-half”
  - Payroll system will automatically calculate – be sure to follow WTE Instructions when entering hours!
- **OT Leave** = leave accrued in increments based on OT work
  - Does not expire
  - Balance Caps:
    - Balance may not exceed 240 hours
    - EXCEPTION: non-exempt public safety position cap = 480 hours
    - If employee meets the cap, must be compensated (use leave or pay until one achieves the allowable limit)
- **Supervisors** responsible for ensuring balance is not exceeded
- Requests to payout excess – submit to BUD who will submit to HR

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## Manual Paycheck Requests



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

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

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**Manual Payroll Check Request Form** to be completed

- **\$50 fee per check requested!**
- Backup Documentation required
- Email complete request to any Payroll Processor for processing

### Process:

1. Payroll contacts employee directly (via phone or email) when manual check is ready for pickup
2. Distribution Org Codes usually match employee's Home Department, though may **NOT** meet budget code being charged
3. Check Distribution List, secured/locked until pickup, photo ID required for pickup, sign/date when picked up, etc.

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## Leave & Earning Types

### BANNER WEB TIME ENTRY LEAVE AND EARNINGS TYPES

#### FOR CLASSIFIED EMPLOYEES

EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?
Additional hours worked - Leave	This leave type is used to record compensatory leave earned and overtime leave earned.	Classified Non Exempt Employees - <b>set up for leave</b>
Additional hours worked - Pay	This earnings type is used to record additional straight time and overtime hours worked	Classified Non Exempt Employees - <b>set up for Pay</b>
Admin Civil and Work Related Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Annual Leave Taken	This leave type is used to record paid vacation and other personal leave hours taken	Classified Exempt and Non Exempt Employees
School Assistance and Volunteer Service Leave listed as Community Service Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Compensatory Leave Earned	This earnings type is used to record additional hours worked	Classified Exempt Employees ONLY - <b>This leave expires one year after the date it is earned</b>
Compensatory Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Compensatory Leave is earned	Classified Exempt and Non Exempt Employees
Holiday Leave Earned	This leave type should be used when an employee's regular scheduled day off falls on a University Holiday - (Not Common for most)	Classified Non Exempt Employees ONLY

- **Classified** Employees should use when completing timesheets
- Listing available on Office of Finance Webpage:
  - <https://www.odu.edu/content/dam/odu/offices/finance-office/docs/classified-leave-types.pdf>

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## Timesheet Approval

Supervisors & Proxies

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## Supervisors & Proxies

Approve Timesheets for each pay period for hourly, student hourly, & classified employees by deadline

**What is a Proxy?** In times of the Approver's absence, a designated Proxy will assume approval power. See here for Supervisor/Proxy Responsibilities & Specifics: <https://www.odu.edu/finance/payroll/web-time-entry/approver-responsibilities>

- Deadlines: generally 10am on first business day after pay period ends
  - Hourly/Student Hourly – typically 16<sup>th</sup> & 1<sup>st</sup>
  - Classified – typically 10<sup>th</sup> & 25<sup>th</sup>
    - Holiday or Weekend = next immediately business day by 10am
- Must verify ALL hours before approving!

### Timesheet Corrections?

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

### Late Timesheets?

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

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## Important Reminders

### What if staffing changes?

#### Supervisory Changes

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

#### Supervisor Resignation

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

#### New Supervisors or Proxies

- **Computer Account Request Form** – submitted to HR to approve access/routed to ITS to complete process



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## Payday Problems & Other Misc. Pay Details

Check Distribution Issues, Pay Corrections, Benefits, Leave Without Pay, Debts

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## Advances

- FT Faculty, Classified, Hourly Staff Only
- May be paid in advance for hours already worked – available once per 12-month period
- Advance is recouped **immediately** on next upcoming paycheck
- Case-by-case

## Leave Pay Outs

- Leave Pay Outs – Classified Employees
- Paid out Accrued Leave
  - Includes: all annual leave accrued, compensatory, recognition, flex holiday, and OT leave accrued
    - SICK LEAVE PAY OUT: 5+ years continuous service = 25% sick accrued pay out (up to \$5,000)
    - *\*Applies only for Traditional Accrual Sick Leave Plan (EEs hired before January 1<sup>st</sup>, 1999.)*

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## Common Problems

### Manual Paycheck Not Received?

### Received Paycheck in Error?

- PARTY TIME! just kidding...never hold or return via inter-campus mail

### Received Overpayments? Or Underpayment?

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

**No matter what...contact Payroll immediately! - 683.4337**

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**BRACE YOURSELVES**



## Payroll Reports

Systems to manage and oversee employee payroll reports and personal tax documents

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## ePrint

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

REPORT: NHRSDST Old Dominion University PAGE:

1  
Empl Payroll Summary By Orgn  
Reporting Period: 01-JUL-2006 To: 31-JULY-2006

COAS: U Organization: OFFICE NAME

Fund	Orgn	Acct	Prog	Activ	Locn		
011001	1XX00	4001	161	*	*		
ID/Name	EARNINGS	EARNINGS	BENEFITS	Total	Total		
	Hours	Amount	Amount	Hours	Amount		
12345678 EMPLOYEE, SUZIE Q							
2006 FT 311 0	86.67	3,994.75	.00	86.67	3,994.75		
Empl Total	86.67	3,994.75	.00	86.67	3,994.75		
FYTD Total	86.67	3,944.75	.00	86.67	3,994.75		

Fund	Orgn	Acct	Prog	Activ	Locn		
011001	1XX00	4002	161	*	*		
ID/Name	EARNINGS	EARNINGS	BENEFITS	Total	Total		
	Hours	Amount	Amount	Hours	Amount		
23456789 WORKER, JAMES X							
2006 FT 311 0	86.67	1,729.88	.00	86.67	1,729.88		
Empl Total	86.67	1,729.88	.00	86.67	1,729.88		
FYTD Total	86.67	1,729.88	.00	86.67	1,729.88		

Banner = official record of Payroll Expenditures

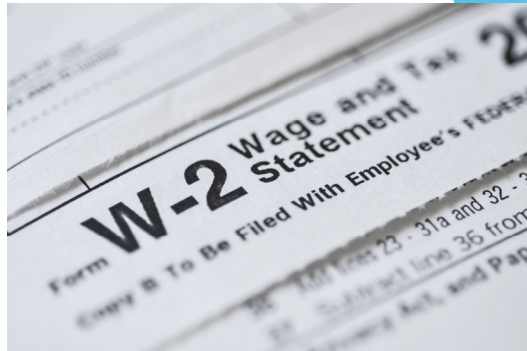
- ePrint contains details per:
  - Budget Code
  - Account Code
  - Payroll Number
  - Employee Name
  - Amount for each Payroll
  - YTD
- Access MUST be granted to view Payroll Reports!
  - [ePrint Payroll Report Request Form](#)
- [Training Resources](#) available on the Office of Finance Webpage

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## W2s for Employees

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



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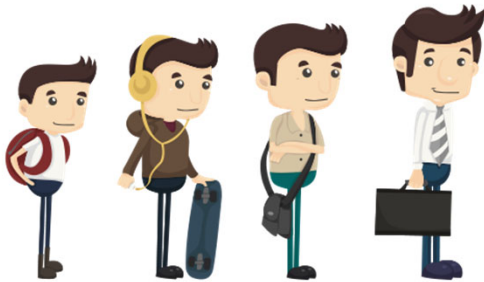


And now...



Break Time!

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## Hiring a Student

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

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## REMINDER – Different Types of Student Employees

### *Student Employee Account Codes*

<b>GTA</b>	• Graduate Teaching <i>Instructor</i> <u>OR</u> Graduate Teaching Assistant • 4022/4122
<b>GRA</b>	• Graduate Assistant Research – Faculty Assistant • 4023/4123
<b>GAA</b>	• Graduate Assistant Administrative Assistant • 4043/4143
<b>Graduate Student Hourly</b>	• 4044
<b>Student Hourly</b>	• 4025
<b>Federal Work Study</b>	• 4028
<b>America Reads/Community Service</b>	• 4029

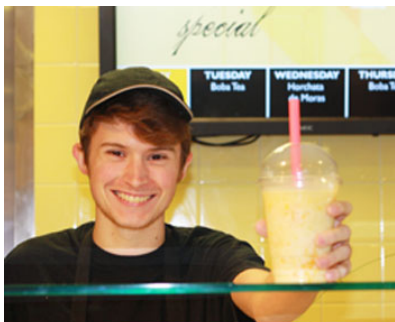
40





## Student Hourly Wage Employees (4025)

*NOT the same as hourly wage employees!*



- Student-Hourly Employees generally work up to **20 hours per week**
  - Subject to OT pay if 40 work hours exceeded during one work week
  - Stipend Students are to only work up to 20 hours per week too!
- Students can be hourly-wage employees!** Just **NOT** employed as hourly wage AND student employee at the same time (i.e.: student hourly, work study, stipend, or GA)
  - If just hourly-wage employee, all other requirements must be followed as with any other hourly-wage employee
- E-1 Forms (**E-1SU or E-1SG**) or **EPAF Process** completed for students
- Credit-hour requirements for Enrolled Students!
  - Enrolled Student Hourly – **6 credit hours** minimum during fall, spring, and summer semesters
    - Drop below minimum? FICA taxes withheld from check & charged to hiring department's budget
- Summer Employment available **ONLY** if student enrolled in previous spring semester, pre-registered for upcoming fall semester.
- <https://www.odu.edu/finance/payroll/hiring-student-workers>



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## Graduate Teaching Assistants

Account Code: 4022/4122

- Instructors or Assistants
- No faculty appointment required
- Stipend recipients
- Max Workload = 20 hours per week**
- Must be formally admitted to Graduate Degree Program and in Good Academic Standing
  - Must also be enrolled in and complete minimum graduate hours each semester of appointment



## Graduate Assistant Research

Account Code: 4023/4123; 4043/4143

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



<https://www.odu.edu/finance/payroll/hiring-student-workers> & <https://www.odu.edu/graduateschool>



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## Graduate Student Hourly (GSH) - 4044

- Graduate Students NOT working in an assistantship
- Require Onboarding
  - Includes [E-1GH Form](#) for new folks – EPAF for changes/terminations
- **20-hour workload per week maximum!**
- Enrolled in **SIX credit hours** each semester
- Enter hours worked into WTE each pay period –
  - *See the Payroll Schedule for available pay dates*
- May NOT hold any other graduate position while employed as a GSH!
- Must be terminated in Banner before Student Employment can apply a different/new position for the graduate student via EPAF Process

Questions? Crystal Kelly – Payroll Compliance & Student Employment Supervisor

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## Federal Workstudy

**FWS = Career for Career and Leadership Development (CCLD)**  
<https://www.odu.edu/career-leadership/experience>



TE1

- ALL FWS details centrally managed/distributed by CCLD
  - **Account Code: 4028**
  - Funding, ODU CareerLink postings, recruitment/filling FWS positions, Processing all FWS hiring paperwork, track student's FWS balances, collecting performance evaluations for all FWS Student Workers
- **Supervisors must:**
  - Submit FWS employee evaluations at the end of each semester for all current FWS student employees
  - Oversee day-to-day
  - Approve hours in WTE
    - Manual Timesheets/Manual Paycheck Requests processed through CCLD!
    - *\$50 check fee per request/check – department must pay this fee! More on this later...*

### **Students Employed as FWS must have an ACCEPTED FWS Award!**

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

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## FWS & Financial Aid?

### Needs-Based Financial Aid:

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



### FWS America Reads & America Counts- Community Service Employment (4029)

<https://www.odu.edu/career-leadership/experience>

### Another "branch" of FWS employment – federally sponsored programs that provide tutors in local elementary schools

- Used for students employed in America Reads & Community Service internships
- Strictly managed through Career Development Services

## Departmental Responsibilities



### BEFORE a New Student Employee Begins...

- Verify student registered for required credit hours
- Complete all hiring paperwork to ensure student reaches Payroll Status – **Hiring Checklists & Student Data Worksheets** available per Student Employee Type
  - **Paperwork to be Completed, Submitted, Approved, & Processed!**
    - **New Hire?** E-1S Processing
      - **Graduate Students** – E-1SG/E-1GH Forms submitted to Associate Dean before going to E-1S Processing!
      - **E-1SP???**
    - **Previously Employed Student?** EPAF Process
      - Must be completed by required deadlines listed on Payroll Schedule!
      - **How to check?** Via PWIGRAD [Graduate Student Inquiry Form] in Banner
    - E-1S/EPAF Forms: <http://www.odu.edu/facultystaff/employee-services/compensation/payroll/hiring-student-workers>
  - What are some examples of Required Hiring Documentation?
    - Don't forget the **G9 – Graduate Assistant Responsibilities Agreement Form** for GAs! Due at the beginning of each semester of employment.
    - T1 Forms are also required for GAAs who are the Instructors of Record! These and the G9s should be sent to the Graduate School – [graduateschool@odu.edu](mailto:graduateschool@odu.edu).
  - Where to find due dates for each type of Form? **Payroll & WTE Submission Schedules on Office of Finance Website, of course!!!**

### Hiring International Students?

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



## Required Credit Hours per Student Employee Type

### Enrolled Student Hourly Employee

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

### Enrolled Graduate Student Hourly (GSH)

- Enrolled in/Complete minimum of 6 graduate credit hours in Fall/Spring
- Summer? Previously enrolled in Spring with 6 graduate credit hours or enrolled in Summer

### Graduate Teaching (GTA) & Assistants Administrative (GAA)

- Enrolled each Fall/Spring Semester of Appointment
- Enrolled in/Complete minimum of 9 **graduate-level credit hours in Fall/Spring**
- Minimum of 3 **graduate-level credit hours for Summer**

### Graduate Assistant Research (GRA)- Faculty Assistants (GFA)

- Enrolled each Fall/Spring Semester of Appointment
- Enrolled in/Complete minimum of 6 **graduate-level credit hours in Fall/Spring**
- Minimum of 3 **Graduate-level credit hours in Summer**

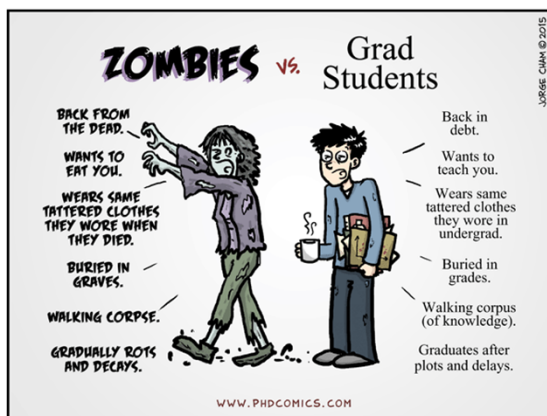
### \$5 Funded (Stipend)

- Enrolled in/Complete 9 **Graduate-level credit hours in Fall/Spring**
- Minimum of 6 **graduate-level credit hours in Summer**

### International Students

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

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## Graduate Student Employees

Grad Assistantships & Determining Differences between Grad Employee Titles



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## Graduate Assistant Position Classifications

<https://www.odu.edu/graduateschool/resources/graduate-assistantships>



### Graduate Assistant Research (GRA) - 4023/4123

- Participate directly in teaching activities (*teaching course, laboratory sanction responsibility, specific instructional support/related activities*)
- Must pass GTAI Institute to receive GTA Stipend (*International Students must also pass SPEAK Test*)
- [T1 Form](#) required if GTA is Instructor of Record!

### Graduate Assistant Research (GRA) - 4023/4123

- Not directly instructing students, rather supporting (*graders, assisting instructor with research articles/materials in preparing lectures/handouts, laboratory assistants who prepare equipment solutions, etc.*)
- NOT required to pass GTAI
- Must be approved and supervised by appropriate faculty instructor

### Graduate Assistant Research (GRA) - 4023/4123

- Participate in research of support activities conducted by faculty members or administrators

### Graduate Assistant Administrative (GAA) - 4043/4143

- Participate directly in support of administrative activities of a University Department (Refer to University Policy

- **NOTE: No faculty appointment required for any of these assistantship positions**
- **REMINDER: 20-hour max workload for each position!**

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## Graduate Assistantships Non-Academic Departments

### University Policy States...

- Non-academic units must coordinate the hiring of Graduate Assistants with the appropriate Associate Dean
- Determination of number/availability of funds done as early as possible in order to facilitate offering GA positions to top-ranked applicants/students in appropriate Grad programs
- At the beginning of each semester's employment (*including summer!*), the department must complete the **G9 Graduate Assistant Responsibilities Agreement Form** for the GA and submit before they begin working for supervisory approval/submission.
  - **The G9 must be completed for ANY type of GA Assistantship (GTA-Assistant, GTA-Instructor, GRA-Faculty Assistant, GRA- Project Assistant, & GAA)!!!**
  - **Original maintained by the Department;** copies provided to the Student, the Student's Supervisor, & The Graduate School
- Each semester, GA's immediate supervisor must evaluate performance of student – make recommendations for continuance or termination
  - Grad Student and GPD/Academic Advisor will review written evaluation

Once Graduate Assistants are on payroll, they continue to receive a paycheck until the END DAY of the employment period! Departments must review the departmental **Check Distribution Report** to ensure that Graduate Assistants are still employment.

- *It is the department's responsibility to terminate Graduate Assistants timely to avoid overpayment!*

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## Additional Employment for Grad Assistants?

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

- Specifically – GTAs, GRAs, GAAs may NOT be paid for part-time teaching or other on-campus employment!
- **Exceptions:**
  - Only under *unusual circumstances*
  - Only with *approval* of Dean/equivalent administrator or with written recommendation of GPD and Department/School Chair
- ***Any off-campus employment should be undertaken with caution, and in consultation with the GPD!!***

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## Academic Employment Year

Academic Employment Year per Student Employee Type,  
Monitoring Student Wages, Critical Deadlines, Summer Employment  
Reminders

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## Academic Employment Year

Varies depending on Student Type

### Student Hourly/Stipend Workers

Academic Year = August 16 – May 15

- Fall Employment Period: August 16 – December 15
- Spring Employment Period: December 16 – May 15
- Summer Employment Period: May 16 – August 15 (crosses FY)
  - Summer 1: May 16 – June 15
  - Summer 2: June 16 – August 15

### Graduate Assistants /Graduate Student Hourlies

Academic Year = August 25 – May 9

- Fall Employment Period: August 25 – December 9 or 24<sup>th</sup>
- Spring Employment Period: December 10 or 25<sup>th</sup> – **May 9**
- Summer Employment Period: May 10 – August 24 (crosses FY)
  - Summer 1: May 10 – June 9
  - Summer 2: June 10 – August 24

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

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## Monitoring Student Wages

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

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## Summer Employment Reminders



### Want to hire a student during the Summer?

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

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## Ch-Ch-Ch-Changes

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

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## Continuing Students



### Stipend Students:

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

### Hourly Wage Students subject to WTE:

- All pay actions except original hire – **USE EPAF!**

### Graduate Assistants:

- New Hire – **USE E-1SG!** All other pay actions – **USE EPAF!**



## Graduating Students

*A student graduated...NOW WHAT?!*

- Not pre-registered for Fall – not eligible for Summer Employment
  - Grad Students may be hired as regular student hourly employees as long as registered for 6 credit hours
- Graduating students may **ONLY** be hired as hourly employees now – *Contact HR*

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## All about EPAFs



### When to use an EPAF for Student Employees?

- Rehiring student/Grad Assistant in same position
- Rehiring student hourly/Grad Assistant in a different position, whether initial hiring department or another department entirely
- Rate/Pay Changes
- Terminating Job Record (aka: person leaving position)
- Terminating Employee (aka: person leaving University)

### Are there any student employees NOT affected by EPAFs?

- EPAFs NOT used for any pay action associated with stipend students or one-time payments (E-1SP used!)

### Gaining access? Available in LeoOnline!

- HR EPAF Webpage contains details, Reference Guides, FAQs...  
<https://www.odu.edu/facultystaff/employee-services/managers/epafs>

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# Wage Scale & Taxes

Student Employment Wage Scale, Tax Forms & Completion

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## Student Employment Wage Scale

OLD DOMINION UNIVERSITY  
STUDENT EMPLOYMENT WAGE SCALE  
EFFECTIVE DATE: January 01, 2025

### 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 <sup>nd</sup> -3 <sup>rd</sup> year 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	\$12.41/hour	\$14.17/hour	\$16.84/hour
Pay Range	\$12.41 - \$14.16/hour	\$14.17 - \$16.83/hour	\$16.84-\$27.18/hour
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, lifeguard, 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.

Managers determine starting pay rate and any increases for Student Employees based on:

- Increased skill
- Reliability
- Contribution to work unit

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

<https://www.odu.edu/sites/default/files/documents/student-wage-scale.pdf>

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## Tax Forms

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

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

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

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## Forms to Use

Each may be found on the Office of Finance & Human Resources Websites

<http://www.odu.edu/finance> \* <https://www.odu.edu/human-resources/services>

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## Employment Forms - Faculty

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

- All found here: <https://www.odu.edu/acadaffairs/forms>

## E-1 Forms

- E-1 Temporary Employee Data Form  
<https://www.odu.edu/content/dam/odu/offices/human-resources/docs/eo1form.pdf>
- E-1SU (Undergrad), E-1SG (Graduate), E-1GHb(Graduate Hourly) Forms  
<https://www.odu.edu/facultystaff/employee-services/compensation/payroll/hiring-student-workers>
- E-1SP (Special Pay/One-time Pay)  
<https://www.odu.edu/content/dam/odu/offices/finance-office/docs/E1SP.pdf>
- E-PAF?  
NO FORM! Electronic! <https://www.odu.edu/facultystaff/employee-services/managers/epaf>
- Forms and Instructions available on these various webpages

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## WTE Quick Reference Guide(s)

REMEMBER: available per each type of employee!

<https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/types>

### Quick Reference Guide:

#### Quick Reference for Employee Self Service Time Entry: PROFESSIONAL FACULTY

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**.



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



6. After selecting **Enter Leave Report**, you will notice the next leave report available for editing/entering. Select **Start Leave Report**.

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## Manual Timesheets & Manual Payroll Check Request Form

Manual Timesheets:  
<https://www.odu.edu/facultys-taff/employee-services/compensation/payroll/web-time-entry/timesheets>

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:			UTN:			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-acc't	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: _____									
<small>Revised 02/08/2012</small>									


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## ePrint Payroll Report Request Form

Office of Finance Eprint Payroll Report Request Form	
Date of Request _____	
Name _____	Department _____
Part Time Reports <input type="checkbox"/> Yes <input type="checkbox"/> No	Full Time Reports <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Eprint Training Course Completed _____	
Report Access for ALL Budget Codes currently approved for Banner Finance <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," please contact the Data Control staff at 757-683-3257.	
Budget Unit Director Approval (required)	Date _____
Printed Name _____	Signature _____
Send completed form to the office shown below for processing: Data Control Office of Finance	
<small>Rev. February 13, 2015</small>	

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## G9 Form – Graduate Assistant Responsibilities Form

  
**OLD DOMINION UNIVERSITY**  
 The Graduate School

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 transcripts for courses taken outside of Old Dominion University must be in BOMS 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 \_\_\_\_\_

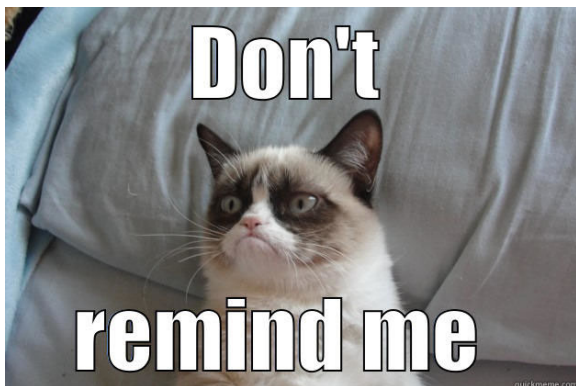
\*\* The Graduate School will obtain Dean's signature for the Graduate School, if needed. If the Graduate School Dean's signature is required, the signed original will be returned to the Dean's Office of the college.

Please send electronically to the Graduate School at [graduateschool@odu.edu](mailto:graduateschool@odu.edu).

Original: Dean's Office  
Copy: Department

(Rev. 08/2019)

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## General Reminders

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## POCs



### E-15 Processing

<b>Crystal Kelly</b> Payroll Compliance/Student Employment Supervisor	683.3193 or <a href="mailto:ckelly@odu.edu">ckelly@odu.edu</a>
<b>Arthur Lewis</b> - Payroll Compliance Specialist <b>Shirley Dalhart</b> - Payroll Coordinator	683.3193 or <a href="mailto:adlewis@odu.edu">adlewis@odu.edu</a> 683.3193 or <a href="mailto:sdalhart@odu.edu">sdalhart@odu.edu</a>
<b>Brenda Woodhouse</b> Student Services Specialist	683.5399 or <a href="mailto:bwoodhouse@odu.edu">bwoodhouse@odu.edu</a>
<b>Joyce Thornton</b> Student Services Specialist	683.6268 or <a href="mailto:jdevans@odu.edu">jdevans@odu.edu</a>

### Payroll

<b>Belinda MacDonald</b> Payroll Processing Supervisor	683.5102 or <a href="mailto:bmacdona@odu.edu">bmacdona@odu.edu</a>
<b>Quintina Armstrong</b> Payroll Processing Lead, Fulltime A-L	683.3040 or <a href="mailto:qarmstro@odu.edu">qarmstro@odu.edu</a>
<b>Rose Marie Moodie</b> - Payroll Processor Biweekly, University PD <b>Michaela Montpas</b> - Payroll Processor, Fulltime L-W	683.5266 or <a href="mailto:rmoodie@odu.edu">rmoodie@odu.edu</a> 683.5271 or <a href="mailto:mmontpas@odu.edu">mmontpas@odu.edu</a>
<b>Jocelyne Chapin</b> - Payroll Manager <b>Anitra Hilliard</b> Assistant Payroll Manager	683.3014 or <a href="mailto:jchapinf@odu.edu">jchapinf@odu.edu</a> 683.4337 or <a href="mailto:ahilliard@odu.edu">ahilliard@odu.edu</a>
<b>Gloria Boone</b> Payroll Director	683.3014 or <a href="mailto:gboone@odu.edu">gboone@odu.edu</a>

### Other

<b>EPAF Processing</b>	<a href="https://www.odu.edu/facultystaff/employee-services/managers/epafs">https://www.odu.edu/facultystaff/employee-services/managers/epafs</a>
<b>Natalia Watkins</b> Payroll Tax Specialist	683.4980 or <a href="mailto:mwatkins@odu.edu">mwatkins@odu.edu</a>
<b>VISA &amp; Immigration Service Advising Office</b>	683.4756 or <a href="mailto:intlstu@odu.edu">intlstu@odu.edu</a>

### Human Resources Directory:

<https://www.odu.edu/humanresources/directory>

### Office of Finance Directory:

<https://www.odu.edu/finance/directory>

### CCLD:

<https://www.odu.edu/career-leadership>

### University Policy Page:

<https://www.odu.edu/about/policiesandprocedures>

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And now...



- Any Questions?

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## Employing Students & Payroll Training

EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?
Additional hours worked - <b>Leave</b>	This leave type is used to record compensatory leave earned and overtime leave earned.	Classified Non Exempt Employees – <b>set up for leave</b>
Additional hours worked – <b>Pay</b>	This earnings type is used to record additional straight time and overtime hours worked	Classified Non Exempt Employees - <b>set up for Pay</b>
Admin Civil and Work Related Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Annual Leave Taken	This leave type is used to record paid vacation and other personal leave hours taken	Classified Exempt and Non Exempt Employees
School Assistance and Volunteer Service Leave listed as Community Service Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Compensatory Leave Earned	This earnings type is used to record additional hours worked	Classified Exempt Employees ONLY- <b>This leave expires one year after the date it is earned</b>
Compensatory Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Compensatory Leave is earned	Classified Exempt and Non Exempt Employees
Holiday Leave Earned	This leave type should be used when an employee's regular scheduled day off falls on a University Holiday – <b>(Not Common for most employees)</b>	Classified Non Exempt Employees ONLY
Holiday Pay	This earnings type is used to record University paid holidays published by Human Resources	Classified Non Exempt Employees ONLY
Military Leave Taken	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Overtime Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Overtime Leave is earned	Classified Non Exempt Employees ONLY
Personal Family Leave Taken	This leave type is used to record paid absences due to personal and family reasons	Classified Exempt and Non Exempt Employees <b>in the VSDP Program only</b>
Pre-Disciplinary Leave Taken	Please Contact Human Resources for guidance before using the leave code	Classified Exempt and Non Exempt Employees
Recognition Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Recognition Leave is granted by your supervisor	Classified Exempt and Non Exempt Employees – <b>This leave expires 12 months after it is awarded if not used</b>
Regular Pay	This earnings type should be used to record regular hours worked	Classified Non Exempt Employees, Hourly Employees and Student Workers
Sick Family Leave Taken	This leave type is used to record paid absences from work for the purpose of caring for family members	Classified Exempt and Non Exempt Employees <b>in the Accrued Sick Leave Program ONLY</b>
Sick Leave General	This leave type is used to record paid leave from work for personal health related reasons	Classified Exempt and Non Exempt Employees
University Official Closing	This leave type is used to record University Closings due to inclement weather or emergencies	Classified Non Exempt Employees ONLY

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

### PAYROLL OFFICE REPORTING INCREMENTS

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

- Web Time Entry Submission Schedule: <https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/calendar>
- Payroll Schedule: <https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule>
- Quick Reference Guides: <http://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/training>