

Payroll & Employing Students

Certificate in University Financial Management

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Office of Finance

2024 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!



Payroll

10 • [Faculty & Staff](#) • [Employee Services](#) • [Compensation & Classification](#) • [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.

If correctly completed hiring paperwork and/or Web Time Entry time sheets 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.

Classified/Hourly - contact Human Resources
Faculty/Adjunct Faculty - contact Academic Affairs
Student Employees - Payroll

[Full information about bonuses and awards](#)



Payroll Website

<http://www.odu.edu/facultystaff/employee-services/compensation/payroll>

Payroll Schedule

The Payroll Schedule shows important information and deadlines associated with hiring paperwork and approver deadlines. The schedule is divided by quarters and crosses fiscal years.

[Payroll Schedule](#)

Hiring Student Employees

University policy requires that all hiring documentation be completed by the hiring department, approved, and processed before a student begins work.

[Hiring Student Employees](#)

Web Time Entry (WTE)

The Banner Web Time and Leave Entry System is a web-based system designed to enable employees to submit hours worked and leave taken electronically, eliminating the paper submission of time sheets, time and attendance forms, leave activity forms, and leave reports.

[Access & Security](#)

[Web Time Entry \(WTE\)](#)

Direct Deposit of Pay

Direct deposit is the primary method of paying Commonwealth employees. Direct deposit is considered a condition of employment.

[Direct Deposit of Pay](#)

Tax Forms

In order for the Payroll Office to know how much income tax to withhold from an employee's wages, we must have a Form W-4, Employee's Withholding Allowance Certificate, and a VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate, on file for each employee.

[Tax Forms](#)

Manual Paychecks

When departments wish to request a manual check, the Manual Payroll Check Request Form must be completed in its entirety. When requesting a manual payroll check, the appropriate back-up documentation must be attached to the Manual Payroll Check Request Form.

[Manual Paychecks](#)

W-2 Wage & Tax Statement

In order to file your tax returns, you must have a Form W-2 for the calendar year. Hard copy W-2 forms should be mailed to the permanent address on file each year no later than January 31.

[W-2 Wage & Tax Statement](#)

Pre-tax Parking Agreement

The Payroll Office and the Office of Transportation & Parking Services offer a payroll deduction parking plan that allows teaching/research faculty on 24 pay; AP faculty, and classified staff the ability to pay parking fees on a pre-tax basis. Signing up for the plan reduces federal, state and social security taxes.

[Pre-tax Parking Agreement](#)

Payroll Change of Address

When an employee needs to change an address, the appropriate form needs to be completed.

[Payroll Change of Address](#)



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

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Many Different Employee Types at ODU

Classified/Faculty

- Exempt
- Non-Exempt
- To include Administrative & Professional Faculty

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

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

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**

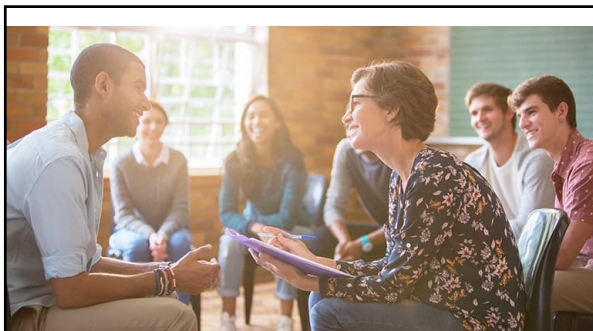
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Adjunct Faculty

- 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 Marine, 683.3075 or Dan Zimmerman, 683.4559
- 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

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Academic Affairs PT Faculty Non-Instructional



A person hired in a PT, non-teaching and non-research position with responsibilities that are comparable to administrative and professional faculty.

- Those that work within Academic Departments at ODU
 - *i.e.:* Publication Writers, Counseling Services, Engineering Counsel
- Account Code: **4031**
- **Academic Affairs Temporary Employment Data Form**



Non-Academic Affairs PT Faculty Non-Instructional

- **Very similar** to AA PT Non-Instructional – just work in departments that are not Academic
 - *i.e.:* Recreation and Wellness, Student Health
- Account Code: **4031**
- **Non-Instructional PT Faculty Temporary Employment Payroll Form**

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Hourly Wage University Employees (4021)

- “...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? Pam Harris, HR
 - 683.5131 or pharris@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



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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.

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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

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Federal Workstudy



FWS = Career Development Services (CDS)

- ALL FWS details centrally managed/distributed by CDS
 - **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 CDS!
 - \$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



America Reads/Community Service Employment (4029)

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

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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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Slide 17

JZO No longer applies to adjuncts, AA hires them all

Zimmerman, Dan, 2024-02-26T14:38:46.414



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 –

- Academic Affairs hires and sets up all adjuncts
- Questions?
 - Diana Harris** – Appointment Info, Current Adjunct Faculty Status, Assignment of UIN, Initial account setup in Banner
 - Teresa Mariner**– Adjunct Faculty Payroll Processing, Any required changes, FLAC
 - Dan Zimmerman**- 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 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.

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
 - 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!**

FTE?

- Full Time Equivalency
 - 1 FTE = a FT employee working 2,080 hours in a calendar year
 - Hours worked/2,080

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Other Details for New Hires

Relocation Bonus?

- Effective 8/25/2018: The University may offer a Relocation Bonus
 - Contact Nadine Faulcon Johnson in HR or Dan Zimmerman in AA for details
 - <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 Skye Walker, Assistant Director for Faculty Employment & Administration in AA – 683.5419
- Faculty Administrator? Contact Natalia Watkins, NRA & Payroll Coordinator 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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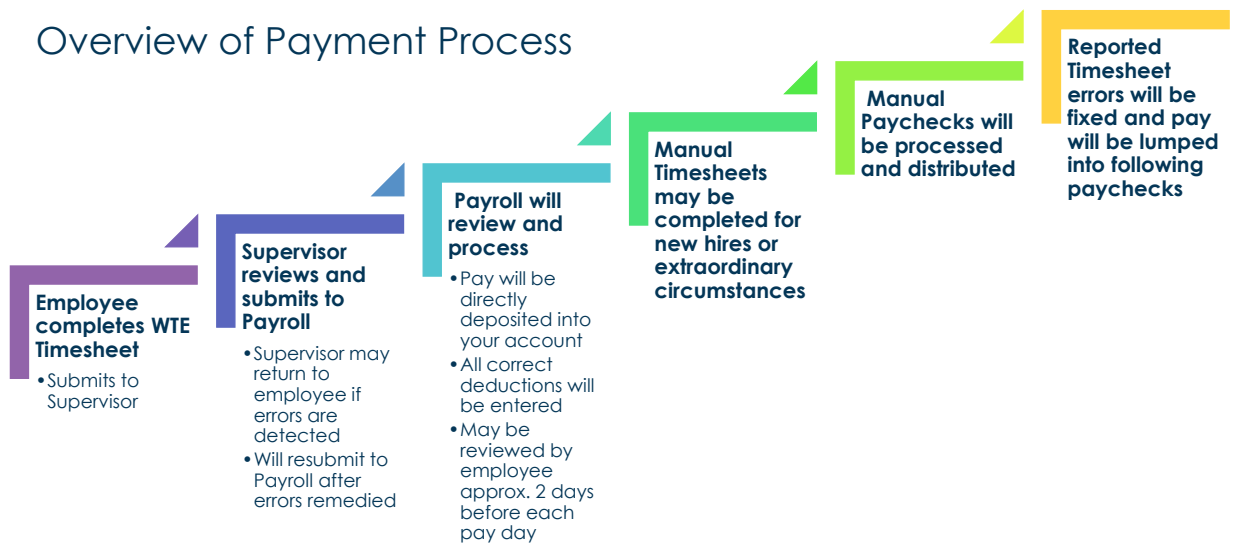
Timesheets & Pay Information

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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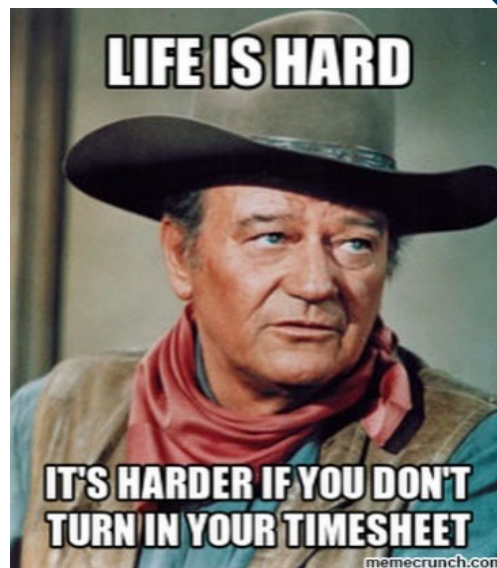
Web Time Entry

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:**
 - 1st-15th (pay on the 1st)
 - 16th-31st or final day in month (paid on the 16th)
 - **Salaried (including Classified & Grad Assistants):**
 - 10th-24th (pay on the 1st)
 - 25th-9th (pay on the 16th)
- **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:
 - Under Age 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 – 26 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/employee-services/compensation/payroll/schedule>
- Includes important information and deadlines:
 - Employee Type, Pay Periods, E-1/EPAF Deadlines, Approver Deadlines, Pay date

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

EMP#	Emp Type	Pay Period	E-1's Due in HR: E-1's Due in E-15 Processing	PF Form (02) - Request Ed Assn (03) - Approf Int/ payroll forms & Related Changes DUE To AA To HR	WTE Leave Request & Time Sheet Approver Deadline * By 10 AM	Pay Date
111	HRLY SAL	DEC 16-31 DEC 23 - JAN 09	DEC 12** DEC 19 G	DEC 09 DEC 12	DEC 12 DEC 10	JAN 03 JAN 16
112	HRLY SAL	JAN 01-15 JAN 16-31	DEC 12** JAN 03 G	DEC 13 DEC 20	DEC 15 JAN 03	JAN 16 JAN 25
121	HRLY SAL	JAN 16-31 JAN 23 - FEB 09	JAN 12** JAN 18 G	JAN 10 JAN 12	JAN 12 JAN 18	FEB 01 FEB 12
122	HRLY SAL	FEB 01-15 FEB 16-28	JAN 12** FEB 03 G	JAN 19 JAN 21	JAN 22 FEB 02	FEB 16 FEB 26
131	HRLY SAL	FEB 16-28 FEB 21-MAR 09	FEB 07** FEB 18 G	FEB 02 FEB 14	FEB 07 FEB 16	MAR 01 MAR 12
132	HRLY SAL	MAR 01-15 MAR 16-31	FEB 16** MAR 02 G	FEB 14 MAR 02	FEB 16 MAR 02	MAR 16 MAR 26

OLD DOMINION UNIVERSITY -- PAYROLL SCHEDULE
SECOND QUARTER, ENDING JUNE 30, 2018

EMP#	Emp Type	Pay Period	E-1's Due in HR: E-1's Due in E-15 Processing	PF Form (02) - Request Ed Assn (03) - Approf Int/ payroll forms & Related Changes DUE To AA To HR	WTE Leave Request & Time Sheet Approver Deadline * By 10 AM	Pay Date
HRLY		MAR 16 - MAR 31	MAR 07**	MAR 02	MAR 07	APR 03
						APR 16



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



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

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

- Manual Paychecks are mailed by mail room – **Distribution Org Codes**
 - Distribution Org Codes usually match employee's Home Department, though may **NOT** meet budget code being charged
 - **Departments secure checks until employee picks up**
 - Check Distribution List, secured/locked until pickup, photo ID required for pickup, sign/date when picked up, etc.
- **Unclaimed checks should be returned to Payroll 3 days after payday, but no later than the next pay date – include note indicating reason for return**
 - **NEVER HOLD OLD PAYCHECKS!**



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 – set up for leave
Additional hours worked – Pay	This earnings type is used to record additional straight time and overtime hours worked	Classified Non Exempt Employees - set up for Pay
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. This leave expires one year after the date it is earned
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>



Timesheet Approval

Supervisors & Proxies

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Supervisors & Proxies

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

- Deadlines: generally 10am on first business day after pay period ends
 - Hourly/Student Hourly – typically 16th & 1st
 - Classified – typically 10th & 25th
 - 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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Proxy?



In times of the Approver's absence, a designated Proxy will assume approval power.

- Approvers must setup at least 1 Proxy
- Proxy must be a FT budgeted employee within organization
- Proxy must be at a position level equal or higher than Approver
- HR nor Payroll sets up a Proxy...this is the Primary Approver's responsibility!
- Proxy should ONLY approve time in the absence of the Primary Approver
 - Approvers must notify Proxy in times of absence
- Proxy should never approve her own timesheet
- An employee may be made a Proxy for more than one Approver
- Approvers may add/delete Proxies at any time

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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

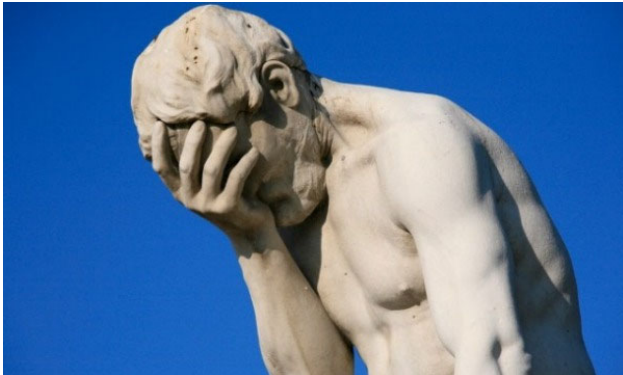
- HR/AA/Payroll Student Employment must be made aware immediately who will be acting until replacement found!
- Proxy setups **DO NOT WORK** when supervisor is terminated!

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
- 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)

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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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Benefits/Deductions/Debts

- Health Insurance Benefits – *pre-tax*
- Basic Group Life
- Debts to the University – *auto-deduction & must be timely*
- Garnishments/Liens – *must be honored*
- Taxability of Graduate Educational Aid – *once a semester*



Leave Without Pay/Time Losses

Leave Without Pay (LWOP):

- HR & Supervisory Approval – No Leave accrues!
 - Conditional vs. Unconditional
- MAY be Granted in emergency situations or when ineligible for other leave types
 - FMLA

Time Loss:

- Unexcused Absence, Insufficient Leave Balance
- Don't accrue annual/sick leave during particular pay period
- Paycheck reduced by number hours of time loss

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BRACE YOURSELVES



**THE PAYROLL REPORTING CALLS
ARE COMING!!!**...egenerator.net

Payroll Reports

All about ePrint!



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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	Amount	Hours	Amount	
12345678 EMPLOYEE, SUZIE Q							
2006 FT 311 0	86.67	3,994.75	.00	.00	86.67	3,994.75	
Empl Total	86.67	3,994.75	.00	.00	86.67	3,994.75	
FYTD Total	86.67	3,994.75	.00	.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	Amount	Hours	Amount	
23456789 WORKER, JAMES X							
2006 FT 311 0	86.67	1,729.88	.00	.00	86.67	1,729.88	
Empl Total	86.67	1,729.88	.00	.00	86.67	1,729.88	
FYTD Total	86.67	1,729.88	.00	.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

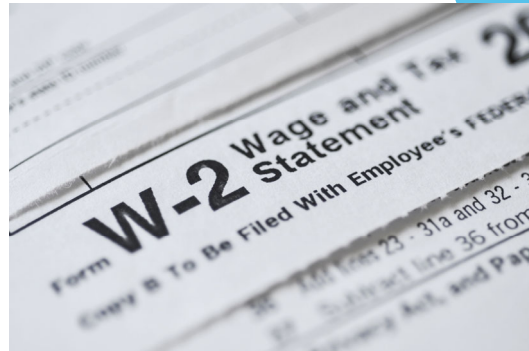


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W2s for Employees

- 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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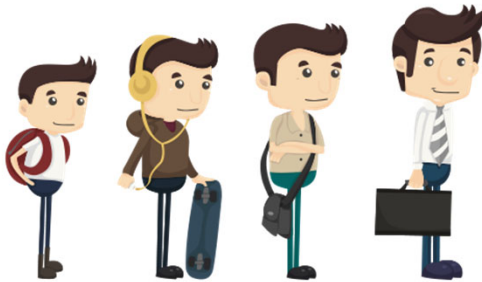


And now...



Break Time!

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Hiring a Student

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



REMINDER – Different Types of Student Employees

Student Employee Account Codes

GTA	<ul style="list-style-type: none"> • Graduate Teaching <i>Instructor</i> <u>OR</u> Graduate Teaching Assistant • 4022/4122
GRA	<ul style="list-style-type: none"> • Graduate Assistant Research – Faculty Assistant • 4023/4123
GAA	<ul style="list-style-type: none"> • Graduate Assistant Administrative Assistant • 4043/4143
Student Hourly	<ul style="list-style-type: none"> • 4025
Federal Work Study	<ul style="list-style-type: none"> • 4028
America Reads/Community Service	<ul style="list-style-type: none"> • 4029



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 Forms submitted to Associate Dean before going to E-1S Processing!
 - E-1SP???**
 - Previously Employed Student?** E-1S 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.
 - 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!**

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Required Credit Hours per Student Employee Type

Enrolled Student Hourly Employee

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

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**

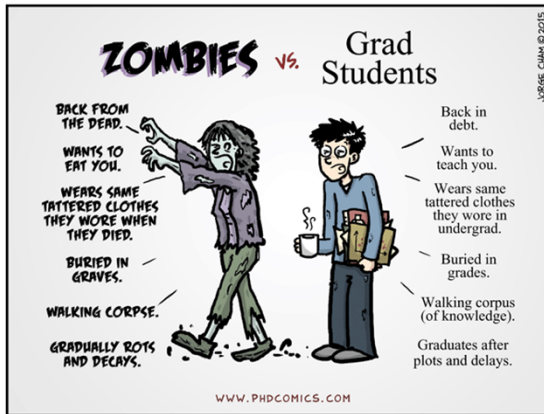
\$5 Funded (Stipend)

- 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 Teaching Instructor

GTA (4022/4122)

- No faculty appointment required
- Participate directly in teaching activities
 - i.e.: 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
- GTA Instructor of Record? Must submit **Cert of Graduate Teaching Assistant as Instructor of Record Form (T1)** at least one week prior to deadline!
 - Questions? Contact the Graduate School!



Graduate Teaching Assistant

GTA (4022/4122)

- No faculty appointment required
- NOT directly instructing students
 - i.e.: graders, assisting instructor with research articles/materials in preparing lectures/handouts, laboratory assistants who prepare equipment solutions, etc.
- **NOT** required to pass GTAI Institute
- **MUST** be approved and supervised by appropriate faculty instructor

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Graduate Assistant **Research**



GRA (4023/4123)

- No faculty appointment required
- Participate in research or support activities conducted by faculty members or administrators



Graduate Assistant **Administrative**

GAA (4043/4143)

- No faculty appointment required
- Participate directly in support of administrative activities of a University Department
 - Refer to *University Policy: Awarding Graduate Assistantships for Non-Academic Departments*

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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

Academic Year = August 25 – May 9

- Fall Employment Period: August 25 – December 9 or 24th
- Spring Employment Period: December 10 or 25th – **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!)

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Gaining Access to EPAF

What is needed to obtain access to EPAFs?

- Complete the **Electronic Approval Access Form** – send to HR
 - HR EPAF Webpage contains details, Reference Guides, FAQs...
<https://www.odu.edu/facultystaff/employee-services/managers/epafs>
- 1. EPAF Originator
- 2. EPAF Approver
- 3. EPAF Proxy

Departments are responsible for monitoring expenses for student wages – termination is due timely! WHY?

- To recoup unused funds (and therefore use funds for other students!)
- For accurate record-keeping
- To avoid overpayments for Grad Assistants
- To ensure we have current timesheets ONLY

Where to Access EPAFS?

- LeoOnline, of course!
 - Specific training available – Contact **Brenda Woodhouse**, or **Joyce Thornton** in Payroll Student Processing

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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, 2023

GUIDELINES FOR CONSIDERATION IN DETERMINING STUDENT RATE OF PAY

	GROUP I	GROUP II	GROUP III
Starting Skill Level	Minimal skills	Moderate skills	Advanced skills
Typical educational level might be:	First year students	2 nd -3 rd year students 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	\$12.00/hour	\$13.70/hour	\$16.29/hour
Pay Range	\$12.00 - \$13.69/hour	\$13.70 - \$16.28/hour	\$16.29-\$26.28/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/content/dam/odu/offices/finance-office/docs/student-wage-scale.pdf>



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!



Forms to Use

Each may be found on the Office of Finance & Budget Office Websites

<http://www.odu.edu/finance> * <https://www.odu.edu/budgetoffice>

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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>

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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) 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>
- EPAF?
NO FORM! Electronic!
<https://www.odu.edu/facultystaff/employee-services/managers/epafs>
- 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>

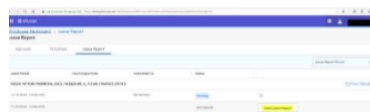
Quick Reference Guide:

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:	LN:	Pay Period:						
Amount:	Reason for Request (check one):							
	<input type="checkbox"/> Late Paperwork <input type="checkbox"/> Financial Hardship <input type="checkbox"/> Other (please explain)							
	Note: Attach a copy of source payroll document (manual timesheet, etc.)							
Justification for Request:								
DO NOT ENTER ANY INFORMATION BELOW THIS LINE OFFICE OF FINANCE USE ONLY								
Doc #	Org	Fund	Sub-acct	Trans Date	Trans Amt	DC	Comment	State Code
	1CL00		5749		\$ 50.00	C	Man chk fee	180
			5701		\$ 50.00	D	Man chk fee	380
Processed by: _____ Date: _____								
Payroll Manager: _____ Date: _____								
<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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STUDENT HOURLY (4025, 4028, 4029) HIRING CHECKLIST

- Before allowing the student to begin work, determine:
- Is the student enrolled at Old Dominion University for the required number of credit hours?
 - Is a FEDERAL WORK STUDY AWARD available?
 - Is the FEDERAL WORK STUDY award in order? Contact Student Financial Aid at 3-3684.
 - Does the student have a valid social security number?

- E-15U HIRING FORM (send E-15U forms for 4025 to E-15 Processing, Rollins Hall – send E-15U forms for 4028 and 4029 to Career Development Services, 2202 Webb University Center)
- Is the form completed correctly (including all authorized signatures)?
 - Is the rate correct?
 - Is the budget code correct?
 - Is the sub-object code correct?
 - Is money available in the correct sub-object?
 - Is the Banner Position Number included?
 - Is the Banner Position Number correct for the budget you wish to charge?
 - Is the contact person/extension included (required)?
 - Is the approver's name, position number and extension included? (required)

NOTE: Send graduate student E-15G forms to the appropriate associate dean after completion. See checklist on the next page.

- Have you submitted the Direct Deposit of Pay Form (required for all new hires)? (Send to Payroll)
- Have you submitted current State and Federal Tax Forms? (It is the department's responsibility to offer current tax forms to students as part of the hiring package. Send to Payroll)
- Is the I-9 complete (Send to E-15 Processing)?
- Is the Selective Service Compliance Form (male employees only) complete? (Send to E-15 Processing)
- Is a copy of the Social Security Card on file? (Send to E-15 Processing)
- Is the Conflict of Interest Dual Employment Reporting Form on file? (Send to E-15 Processing)
- Is the Elected Official Form on file? (Send to E-15 Processing)

No Web Time Entry timesheet is available until the E-15U is fully processed by E-15 Processing. Please take steps to avoid delays.

- Do you have the confirmation copy of the E-15U form? If yes, student may begin work. If no, do not allow student to work.

- (4022, 4122, 4023, 4123) HIRING CHECKLIST
- Before allowing the student to begin work, determine:
- Is the student admitted to a graduate degree program (academic standing verified at Old Dominion University for the required number of credit hours)?
 - Is a AWARD available?
 - Is the award in order? Contact the Department Chairman.
 - Have you submitted paperwork to the appropriate associate dean?
 - Do you have a valid social security number?

NOTE: Send E-15G forms to the appropriate associate dean.

- Is the form completed correctly (including all authorized signatures)?
- Is the rate correct?
- Is the budget code correct?
- Is the sub-object correct for the budget you wish to charge?
- Have you obtained approval from the appropriate associate dean?

NOTE: Send E-15G forms to the appropriate associate dean.

- Do you have the confirmation copy of the E-15G form? If yes – your graduate student may begin work. If no, do not allow the graduate student to begin work.

Please take steps to avoid delays. Payroll cannot produce paychecks for graduate assistants until after the E-15G is fully processed by E-15 Processing. The E-15G cannot be processed until all associated paperwork is completed by the department, approved, and forwarded to the appropriate associate dean. Please allow sufficient processing time for the associate dean's review and submission to E-15 Processing.

Student Hourly/Grad Assistant Hiring Checklists

(2 pages)



STUDENT DATA WORKSHEET (obtained from the student BEFORE he/she begins work – this information is used to assist the department in completing the hiring paperwork)

PART 1: DATE: _____

NAME: First _____ MI _____ Last _____

ID NUMBER (UIN): _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

APPOINTMENT DATA:

ETHNIC: [] (WH) White SEX: [] Male

BACKGROUND: [] (BL) Black [] Female

[] (HS) Hispanic [] Other

[] (AP) Asian/Asian American

[] (AI) American Indian/Alaskan Native

RESIDENCY STATUS: MARITAL STATUS:

[] U.S. Citizen [] Single

[] Resident Alien [] Married

[] Non-Resident

DATE OF BIRTH: ____/____/____

(Completed by hiring department)

PART 2: BANNER BUDGET CODE: _____

EMPLOYEE TYPE: [] Graduate Teaching Assistant (4022/4122) Instructor

[] Graduate Teaching Assistant (4022/4122) Assistant

[] Graduate Research Assistant (4023/4123)

[] Graduate Administrative Assistant (4023/4123) *

[] Student Hourly – without FICA (4025)

[] Student one-time special payment (4025)

[] Federal Work Study (4028)

E-15 DATA: Start Date _____ End Date _____

Hours/Week _____ Rate \$ _____

Weeks/Period _____ Total Amount \$ _____

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

ELIGIBILITY:

FWS Award (Work Study Only): \$ _____ Direct Deposit of Pay: _____

I-9 on File: _____ Current State/Federal Tax Forms: _____


Date E-15 Completed: _____ Elected Official Form: _____

Number hours enrolled: _____ Conflict of Interest Dual Emp Form: _____

A newly hired student may not begin work until your department receives the confirmation copy of the E-15U or E-15G form.

Student Data Worksheet

G9 Form – Graduate Assistant Responsibilities Form



**Certification Form for
Graduate Teaching Assistant
as Instructor of Record**
T1

OLD DOMINION UNIVERSITY
The Graduate School

Section I: Student Information (Complete for all graduate teaching assistants to be assigned as instructors of record.)
 Student's Name: _____ UIIN#: _____ 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 BDMIS for verification purposes. **Additional approval required. See below.

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

Subject & Number	Course Title	Credits	Institution

Section V: Training & Supervision
 Please describe required in-service training: (attach additional pages, if necessary) _____
 Please describe supervision & periodic evaluation plan: _____

Section VI: Approval

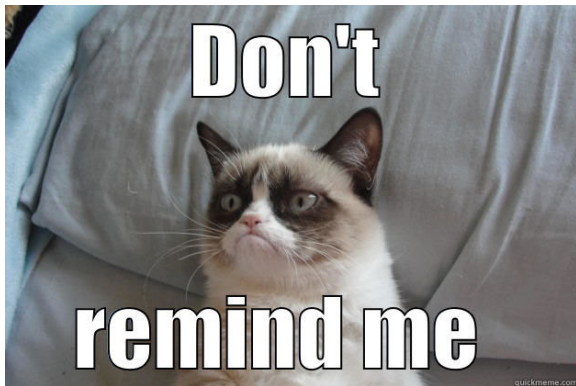
Graduate Program Director (Print) _____	Graduate Program Director (Signature) _____	Date _____
Department/School Chairperson (Print) _____	Department/School Chairperson (Signature) _____	Date _____
College Dean or Designee (Print) _____	College Dean or Designee (Signature) _____	Date _____

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

Please send electronically to the Graduate School at graduateschool@odu.edu.
 Original: Dean's Office
 Copy: Department

(Rev. 08/2019)

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General Reminders

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Extra Tidbits

Can students receive salary advances?

- University Policy says NO!

Can Graduate Students ever be hired as a regular student hourly wage employee?

- YES! As long as the student continues to be registered for at least 6 credit hours during the semester.
 - E-1S Processing area **MUST** be notified ASAP!

Are there resources available regarding training/supervision tips for Student Employees?

- YES! Contact Career Development Services!
 - FWS/America Reads/Community Service Internship Students (4028/4029) **MUST** attend brief orientation at CDS pre-employment!
 - ALSO – hiring checklists are available per employee type
 - Keeps employing departments on track
 - Student Data Worksheets** also available to help department complete all hiring paperwork which **MUST be obtained BEFORE student begins working!**

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POCs

E-1S Processing

Lisa Hecker Payroll Compliance/Student Employment Supervisor	683.3193 or lhecker@odu.edu
Brenda Woodhouse Student Services Specialist	683.5399 or bwoodhouse@odu.edu
Joyce Thornton Student Services Specialist	683.6268 or jdevans@odu.edu

Payroll

Emily Herrera Payroll Processing Supervisor	683.5726 or e2herrer@odu.edu
Quintina Armstrong Payroll Processing Lead, A-L	683.3040 or qarmstro@odu.edu
Tiana Bowe Payroll Processor Hourly, Adjunct Employees Sonyalee Salmon Payroll processor X-Z FT, PT, Students	683.5271 or tbowe@odu.edu 683.3037 or ssalmon@odu.edu
Rose Marie Moodie Payroll Processor Biweekly, University PD	683.5266 or moodie@odu.edu
Anitra Hilliard Assistant Payroll Manager	683.4337 or ahilliard@odu.edu
Gloria Boone Payroll Manager	683.3014 or gboone@odu.edu

Other

EPAF Processing	https://www.odu.edu/facultystaff/employee-services/managers/epafs
Natalia Watkins Non-Resident Alien & Payroll Analyst	683.4980 or mwatkins@odu.edu
VISA & Immigration Service Advising Office	683.4756 or intlstu@odu.edu

Human Resources Directory:

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

Office of Finance Directory:

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

Career Development Services:

<https://www.odu.edu/cds>

University Policy Page:

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

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And now...



- Any Questions?

Employing Students & Payroll Training

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 – set up for leave
Additional hours worked – Pay	This earnings type is used to record additional straight time and overtime hours worked	Classified Non Exempt Employees - set up for Pay
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- This leave expires one year after the date it is earned
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 employees)	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 in the VSDP Program only
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 – This leave expires 12 months after it is awarded if not used
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 in the Accrued Sick Leave Program ONLY
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 – 40 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>