

# Summer 2018

## Payroll Information/Procedures

### For Summer Fisher Students & Temporary Seasonal Employees

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As the end of the academic year draws near, I ask supervisors to review the payroll practices that govern our summer seasonal and summer Fisher student employees. Please remember, students employed by a department during the Academic Year and continuing their employment with that same department over the summer are required to complete Summer/Seasonal Employment paperwork.

**When does summer employment begin for Fisher students?** The first day of the summer employment period is Sunday **May 13, 2018** and the last day is Monday **September 3, 2018**. The first payroll to reflect summer wages will be June 1, 2018. The employee may begin working after a payroll approved copy of the Summer Seasonal employment form has been received by the Supervisor.

**Who can you hire to work?** We strongly encourage our departments to hire Fisher students whenever possible. Of course, non-Fisher students may also be hired for summer positions as long as they are 18 years or older.

**Labor will be charged to account '61303: Temp Services-Seasonal'** for all 'Fisher summer student employees', non-Fisher student employees and 'Summer/Seasonal Employees'. The department must have budget funds available in account '61303' that will support a hire.

**Budget Information:** Budgets can be reviewed on BANNER Finance form FGIBDST. Hours worked between 5/13/18 and 5/31/18 will be charged to your fiscal year 2018 budget, account '61303: Temp Services – Seasonal'. Hours worked between 6/1/18 and 9/3/18 will be charged to your fiscal year 2019 budget: account '61303: Temp Services – Seasonal'. **If a department does not have budget funds available during the applicable fiscal year, the employee can NOT be hired.**

**Wage Information:** Minimum Wage is \$10.40/hour. The summer wage scale (further in the e-mail) indicates a minimum and a maximum hourly rate of pay for a department or position. The department is responsible for determining the appropriate hourly rate for the employee. The Payroll department will be happy to answer questions or provide pay rate information from a previous summer or academic year. Contact Erin O'Connor, X8056 or eoconnor@sjfc.edu.

**Employment Forms and Information:** Employment forms and accompanying information can be found on the Payroll Department web page, <http://www.sjfc.edu/services/payroll/>. Under the 'Documents & Forms' section, choose the 'Summer/Seasonal Employment Paperwork' option. The newest summer/seasonal employment forms are dated 3/30/2012 or later. If you have previously accessed these forms you may need to delete your browsing history, temporary internet files, forms and/or cookies to obtain the newest version of the Summer/Seasonal Employment Paperwork.

Every summer/seasonal employee must submit a completed **"Summer/Seasonal Employment Form" IN PERSON to the Payroll department** for approval prior to their first day of work. Students employed by a department during the Academic Year and continuing their employment with that same department over the summer are required to complete a Summer/Seasonal Employment form. ***It is in VIOLATION of both Federal and New York State Department of Labor laws for an employee to work prior to the Payroll Department approving their employment.***

### Steps for Completing Employment Paperwork:

1. The supervisor obtains the summer/seasonal employment packet on the Payroll Department web page or from the Payroll Department, Kearney 217.
2. The **employee completes 'Section 1'** of the Summer/Seasonal Employment form. The employee should also complete the **Federal W-4** and/or the **New York State IT-2104** payroll tax withholding forms and the **Payroll Direct Deposit Authorization Form**, if necessary.
3. **All Employees must be prepared to complete an I9: Employment Eligibility Verification form at the Payroll Department.** The employee is required by Federal law to present acceptable identification documents as listed on the form. For more information concerning the I9: Employment Eligibility Verification form see the Payroll Department's web page, <https://www.sjfc.edu/services/payroll/documents-and-forms/>, Documents & Forms.
4. The **supervisor completes 'Section 2'** of the Summer/Seasonal Employment form. **All information must be provided.** Any questions can be directed to a Payroll representative.
5. The employee brings the completed employment paperwork, **in person**, to the Payroll Department, Kearney 217.
6. The Payroll Department will review and verify the Summer/Seasonal Employment form, Payroll tax withholding forms, Payroll Direct Deposit Request form, I9: Employment Eligibility Verification documents, classification/status of enrollment, and the availability of department budget funds.
7. The employee will be provided a Payroll approved copy of the Summer/Seasonal Employment form. The supervisor must receive the Payroll approved copy before scheduling the employee for work.

### Summer 2018 Wage Scale

Job Type/Description	Minimum	Maximum
Administrative/Office/Clerical Assistant	\$10.40	\$11.10
Athletics: Fitness/Weight room/Front Desk/Events/Office	\$10.40	\$11.10
Lab/Research/Teaching Assistant	\$10.40	\$13.75
Child Care	\$10.40	\$12.00
Grounds	\$10.40	\$12.00
Information Technology	\$10.40	\$13.75
Library	\$10.40	\$12.00
Safety & Security	\$10.40	\$11.10
Residential Life	\$10.40	\$11.10

### Timesheets

Timesheets are required for all summer/seasonal employees. Every other week a timesheet must be submitted to the Payroll Department by the scheduled due date for the pay period. The first timesheet submitted is usually "generic" requiring the employee's name, college ID #, the department, signatures, dates & hours worked. Subsequent timesheets will be computer generated requiring only hours worked, dates and signatures. Summer/Seasonal employees are required to record all hours worked each day in quarter hour increments under the date worked. Timesheets must be signed and dated by the employee and the supervisor. Generic timesheets can be obtained on the Payroll Department's web page under the 'Documents & Forms' section. Computer generated timesheets will be forwarded to the supervisor or department.

Timesheets must be submitted to the Payroll Department in accordance to the Payroll Schedule. Timesheets should never be submitted late. Please contact a Payroll representative concerning the submission of a late timesheet.

## Payroll

Payroll is processed bi-weekly. Every other Friday is a pay date. Please refer to Payroll Schedule below.

### Payroll Distribution

#### For Current Fisher Students -

Direct deposit stubs are accessed via Fish'R'Net, the Employee Services module. Payroll checks are distributed at the Student Accounts' window, Kearney 2<sup>nd</sup> floor. For the summer, checks are available to pick up 3-4:30 PM the day before (Thursday) the Friday pay date, 8AM-12PM Friday pay date and 8AM-4:30 PM the following Monday. Payroll checks that have not been picked up by the end of Monday will be mailed to the permanent mailing address listed with the Registrar's Office.

#### For All Other Summer Seasonal Employees -

Direct deposit stubs and Payroll checks will be mailed to the permanent mailing address provided on the employment forms.

## **Payroll Schedule Summer 2018**

Year	Payroll #	Payroll Period Begin Date	Payroll Period End Date	Time sheet Due Date	Pay Date
		Saturday	Friday		
June 1, 2018	11	5/12/2018	5/25/2018	5/24/2018	5/24/2018
June 15, 2018	12	5/26/2018	6/8/2018	6/7/2018	6/7/2018
June 29, 2018	13	6/9/2018	6/22/2018	6/21/2018	6/21/2018
July 13, 2018	14	6/23/2018	7/6/2018	7/5/2018	7/5/2018
July 27, 2018	15	7/7/2018	7/20/2018	7/19/2018	7/19/2018
August 10, 2018	16	7/21/2018	8/3/2018	8/2/2018	8/2/2018
August 24, 2018	17	8/4/2018	8/17/2018	8/16/2018	8/16/2018
September 7, 2018	18	8/18/2018	8/31/2018	8/30/2018	8/30/2018
September 21, 2018	19	9/1/2018	9/14/2018	9/13/2018	9/13/2018

Summer employment begins on May 13, 2018 and ends on September 3, 2018

Timesheet due dates may be subject to change.

Supervisors will be notified of any changes in the above schedule.

Thank you for taking the time to read this information sheet. If you have any questions or concerns regarding Summer Payroll, please do not hesitate to call me at x8057 or Erin O'Connor at x8056.

Have a Great Summer,  
Mary R. Powley  
Director of Payroll & Accounts Payable

