EMPLOYING STUDENTS

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OVERVIEW

This training session is designed to provide an overview of the student employment process. The
information shared includes the types of student employees and eligibility requirements for each
type, hiring procedures, wage scales, the forms required to hire student employees, tax information
and tax form completion guidelines, payroll procedures, submission of Web Time Entry (WTE)
timesheets, the importance of tracking student wages, training and supervision, and problem
resolution.

OBJECTIVES

☐ Explain how students reach payroll status

☐ Discuss the different types of student employees and eligibility requirements for each
type

☐ Hiring procedures, including all forms required

☐ Hiring Work Study students (process/responsibilities)

☐ EPAFS

☐ How to determine the pay scale for student hourly employees

☐ Special issues for submitting tax withholding forms

☐ How and when to submit Web Time Entry (WTE) timesheets

☐ Discuss the Payroll Schedule, WTE Submission Schedule, and Fiscal Year Issues

☐ How to resolve payday issues

☐ Discuss the importance of tracking wages

☐ General guidelines for training and supervising student workers

☐ How to resolve payroll errors

☐ Contact names

E-1S Processing Office

The E-1S processing office is part of the Office of Finance. Brenda Blount (3-5399) and
Joyce Thornton (3-6268) support the E-1S process from their office located in Spong Hall.
Tiffani Gray (3-3037) is the Payroll Compliance and Student Employment Supervisor.
IMPORTANT REMINDERS - STUDENT HOURLY WAGE TIMESHEETS

Student Hourly Wage Timesheets are considered state documents and any falsification is considered fraud and could be grounds for termination. Falsification includes, but is not limited to, the following:

A. Misrepresenting hours worked
B. Having an employee submit a web timesheet for approval before the hours have been physically worked
C. Changing an employee’s web timesheet without documenting the change in the comment section and informing the employee

The web timesheet should be submitted after all the hours are worked for the pay period and before the pay period deadline. When an employee submits a web timesheet to the approver, they are certifying that the hours worked are a true and accurate record of their time.

When a supervisor approves a web timesheet, the supervisor is certifying that all information contained is correct and that the employee worked the hours shown on the web timesheet.
GENERAL HIRING INFORMATION (Achieving Payroll Status)

Departments are responsible for ensuring that students (both U.S. citizens and international students) are enrolled at Old Dominion University for the required number of credit hours and that all required forms are completed, approved, and processed by E-1S Processing before a new student employee is authorized to begin work. Departments use the EPAF process for all pay actions associated with students who have previously been employed by the University.

REQUIRED CREDIT HOURS

U.S. Citizens

- Undergraduate students who are U.S. citizens must be enrolled for a minimum of 6 credit hours each semester they are employed.

- Graduate assistants who are U.S. citizens must be enrolled for and complete the required minimum of graduate credit hours, as specified below, each semester of their appointment to be in compliance with State Appropriations requirements for full-time status (refer to graduate assistant section).

There are two main categories of enrollment requirements for graduate assistants – graduate teaching assistants/graduate administrative assistants and graduate research assistants-faculty assistants. S5 funded graduate assistants are also addressed below.

- Graduate teaching assistants and graduate administrative assistants are required to be enrolled each fall and spring semester of their appointment and must register for and complete a minimum of nine hours of graduate course work per semester and three hours in the summer.

- Graduate research assistants-faculty assistants are required to be enrolled each fall and spring semester of their appointment and must register for and complete a minimum of six hours of graduate course work per semester and three hours in the summer.
  
  o For administrative purposes, graduate research assistants-faculty assistants will be paid from non S5 funds.

- S5 Funds – Must be enrolled for and complete 9 graduate credit hours fall and spring and 6 credit hours summer.
<table>
<thead>
<tr>
<th>Type</th>
<th>SCHEV (S-5)</th>
<th>Ledger 1</th>
<th>All Other University Accounts</th>
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<td>*6 credit hours (Summer)</td>
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<td>Award Letter</td>
<td>N/A</td>
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<td>9 credit hours (Fall/Spring)</td>
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<td>3 credit hours (Summer)</td>
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<td></td>
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<td>ABD/Master’s (1 cr hr) allowed*</td>
<td>ABD/Master’s (1 cr hr) allowed*</td>
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</table>

*The total number of credit hours in Summer 1 and Summer 2 must equal 6 to fulfill SCHEV regulations. Thus, to meet these requirements a student can enroll in 6 credit hours in either Summer 1 or Summer 2, or enroll in 3 credit hours in Summer 1 and 3 credit hours in Summer 2.

Master's students in their final semester and doctoral students (regardless of their funding source) who have successfully advanced to candidacy and only need to complete their dissertations (ABD) must be registered for at least one (1) credit hour of graduate credit every semester until graduation.

**International Students** – Immigration (USCIS) requires that international students be registered as full-time students in the fall and spring semesters.

**In order to be employed as a student worker,** international students must be registered for **at least the same** minimum number of credit hours as a citizen or permanent resident in order to hold a student hourly or graduate assistant position.

Departments should be aware that **all international students on non-immigrant visas are required to complete all hiring documentation (except the E-1SU or the E-1SG) in the Visa and Immigration Service Advising (VISA) office.** VISA is also responsible for e-verifying international students.

**VERIFYING ENROLLMENT IN BANNER** is the responsibility of the hiring department. E-1SU and E-1SG forms will be returned if students are not registered for the required number of credit hours. Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ). If you have General Student Query access in Banner, you have access to SFAREGQ.
REQUIRED HIRING DOCUMENTATION FOR NEW HIRES

POLICY NOTE: University policy requires that all hiring documentation be completed by the department, approved and processed by E-1S Processing before a NEW student employee begins work. Graduate student E-1SG forms for new hires must be submitted to the appropriate associate dean with sufficient lead-time to allow for processing and transmittal to E-1S Processing. EPAF actions must also be completed by departments by the required deadlines on the Payroll schedule.

The E-1SU/E-1SG (Student Employment Data Form) – There are two (2) separate E-1S forms. (Both forms are currently being revised – please check the Office of Finance website to ensure you are using the most current form.)

The Undergraduate Student Employment Data Form for New Hires/Stipends (E-1SU) is used as the initial hiring form for new student hourly employees subject to Web Time Entry and for all pay actions associated with stipend students (4025, 4028, 4029). Other pay actions for student hourly positions subject to Web Time Entry are done via the EPAF process.

The Graduate Student Employment Data Form (E-1SG) is for graduate assistants hired in 4022, 4122, 4023, and 4123. This form is used to hire new graduate assistants only. Use the EPAF process to hire graduate assistants who have been employed by the University in any capacity and for all other pay actions (rehires, changes to pay, changes to end date, termination).

The appropriate E-1S form is the hiring document for all new student workers who have no work history with the University and must be completed, approved, and processed by the E-1S Processing office before a student can begin work and be paid. (Please note that E-1SU forms for Work Study students are completed by the Career Development Services.) The E-1S indicates the contact name, approver (WTE approver), dates of employment and the amounts a student is expected to earn. In addition to the E-1SU or E-1SG form, the following additional requirements must be met before a student can begin work. All forms must be the most current form – available on the Office of Finance web site under forms or from the Human Resources web site under Forms.

I. Certification for Employment Eligibility (I-9)* - must be completed at the time a student is hired. It’s a Federal law. If a student has already worked on campus, an I-9 is probably already on file. (See Verifying Submission of Forms) A STUDENT WITHOUT AN I-9 ON FILE IS NOT AUTHORIZED TO WORK. The Federal penalty for non-compliance is $250 to $11,000 per violation. A violation is one individual employed on campus without an I-9 on file. Be sure to use the latest version of the form – available on the Human Resources web site under forms.
IMPORTANT NOTE: Some department representatives are authorized to complete I-9 forms for student employees only (training required). Training on the I-9 process is provided by the E-IS Processing staff. Departments authorized to complete the I-9 process for students must use the new I-9 Form dated March 8, 2013 (expires March 31, 2016 – available on the Human Resources web site). Departments may not complete the I-9 for any other type of employee.


3. **Selective Service Compliance Form*** – required by Federal law for all new male employees.

4. **Copy of the Social Security Card*** - The University is required to record each employee’s name and social security number exactly as it is shown on the individual’s social security card. The card must be signed by the holder to be valid for I-9 or employment purposes.

5. **Conflict of Interests Dual Employment Reporting Form** – Mandatory requirement – part of the hiring package for student workers.

6. **Elected Official Disclosure Form** – Required disclosure to determine employment eligibility for non-tenure track positions – part of the hiring package for student workers.

7. **Direct Deposit of Pay Form** *(REQUIRED)* – submit for initial appointment and when there are changes to banking information (bank, routing number, account number). **Required for all new hires. If a Direct Deposit of Pay form is not included in the hiring packet, the packet will be returned unprocessed.**

8. **Tax Forms** – *Current year* Federal (W-4) and State (VA-4) withholding forms. Submit for initial appointment and when there are changes in withholding allowances for those students subject to withholding. Also, if an employee claims exempt from withholding, tax forms must be filed every year.

**Failure to submit W-4 or VA-4**
Employees need to understand that if they do not submit completed W-4 and/or VA-4 withholding forms, *the Internal Revenue Service (IRS) requires Old Dominion University to withhold taxes at the highest rate, which is single with no withholding allowances*. Furthermore, Old Dominion University cannot repay any of the tax previously withheld. The Old Dominion University Payroll Office cannot change the tax withholding status of an employee until Payroll receives new tax withholding forms or corrected forms, whichever applies.
*International students are required to complete all hiring documentation* (see complete list above) *except the E-1SU or E-1SG Form* in the Visa and Immigration Service Advising (VISA) office.

**Employment Offer Letter** (international students) - If you are employing an international student, you must provide each international student with a graduate assistantship employment offer letter or student hourly employment offer letter, whichever is applicable, *on official departmental letterhead with an original signature*. International students are required to present the *original* Employment Offer Letter to the VISA Office.

**QUICK TIP - Determining whether a student has been employed at the University (rehire)**

When an EPAF originator originates a “NEW EPAF,” they enter the UIN, the effective date, and choose an “approval category” [i.e. Pay Change for Grad, PAYGRD]. Once this is selected, the EPAF system automatically brings up any **active** job record associated with the UIN. You can also click the “all jobs” button to bring up any position that individual has ever been in. If there are no active records, you must complete the appropriate hard copy hiring form.

Looks like this...
- *indicates a required field.

But if you click on the “All jobs button”, it will bring any position the employee has ever been in. This is a handy tool when determining whether or not a student is a rehire or a brand new hire. At this point an EPAF has NOT been originated and the back button can be used with error or correction.

Looks like this...
- *indicates a required field.

__Employee Job Assignments__

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<th>Type</th>
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<th>Title</th>
<th>Time Sheet Organization</th>
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<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
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<td>GRADUATE TEACHING ASST.</td>
<td>SERVICES</td>
<td>May 10, 2015</td>
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**EPAF Approver Summary** | **EPAF Originator Summary**

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<th>Position/Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
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<td>REGULAR STUDENT</td>
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<td>Apr 30, 2011</td>
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<td>REGULAR STUDENT</td>
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<td>Aug 16, 2009</td>
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<td>Dec 15, 2010</td>
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<td>Aug 24, 2015</td>
<td>Jul 09, 2015</td>
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**EPAF Approver Summary** | **EPAF Originator Summary**
PWIGRAD – Graduate Student Inquiry Form – The main window of the form shows the I-9 and other hiring documentation (SEE REQUIRED HIRING DOCUMENTATION ABOVE), gender, domicile, program, field of study, degree, academic status, graduate-level grade point average (GPA), classes for the semester, and the total number of credit hours. The waiver window (accessed from the options pull-down menu) shows graduate tuition waiver code, waiver amount, over-awards code and over-awards amount. The stipend window (accessed from the options pull-down menu) for assistantships - shows ABD status, type of support (i.e. RA), budget code, sub-object code, number of disbursements, amount per pay cycle, semester to date count, semester to date amount, and total award. Departments can only view student information for students who work or have worked in their department. Cheri Murphy in Human Resources grants access to PWIGRAD.

EXPIRATION OF FORMS/AUTHORIZATION PERIOD – The E-1S (both E-1SU and E-1SG) form expires on the authorized end date. Changes to the end date for students subject to Web Time Entry and graduate assistants must be processed via the EPAF process. Changes for stipend students must be processed via the E-1SU form. Hard copy submissions and EPAF actions must be completed timely to ensure that timesheets are available for student hourly employees subject to Web Time Entry and that pay continues for graduate assistants and stipend students.

Reminder when employing international students: Before we can create a payroll record for an international student who has a generated UIN, all employed international students are required to complete employment paperwork in VISA and apply for a U.S. Social Security card with documentation provided by VISA. Students who apply for a new Social Security Number will then provide the VISA office a receipt from the Social Security Administration indicating they applied for a Social Security card. Once their card is received, they are required to bring the original card to VISA where a copy is made available to Payroll.

Payroll regulations require that employees have a Social Security number for Internal Revenue Services reporting purposes.

CRITICAL DEADLINES

Departments must abide by the Payroll Schedule for ALL document submission/EPAF deadlines.

The Payroll Schedule (available on the Office of Finance web site) contains all deadlines for submission of correctly completed E-1S forms and associated hiring documents, INCLUDING EPAF PAY ACTIONS.

Please use the WTE Submission Schedule for WTE timesheet submission deadlines.

University policy states that no salary advances will be made to students, so please make sure all paperwork and EPAF actions are submitted on time so your students receive paychecks in a timely manner.
EMPLOYING STUDENTS

TYPES OF STUDENT EMPLOYEES AND ELIGIBILITY REQUIREMENTS

GRADUATE ASSISTANTS (4022, 4122, 4023, 4123)

Eligibility

Only students formally admitted to graduate degree programs in regular or provisional status (on the basis of complete and fully evaluated credentials) and in good academic standing are eligible for appointments as graduate assistants. Assistantship recipients are required to be enrolled each semester of their appointment and must register for and complete the minimum required graduate hours each semester of their appointment (based on funding source) in order to be in compliance with State Appropriations requirements for full-time status.

Further information concerning graduate assistantships can be obtained from the ODU Graduate Catalog or by calling 683-4885.

The responsibility for processing paperwork and EPAF actions associated with hiring graduate students is decentralized. E-1SG forms for new hires must be submitted to the appropriate associate dean with sufficient lead time to allow for processing and transmittal to E-1S Processing by the deadline published on the Payroll Schedule. When completing EPAF actions, departments must allow sufficient approval times.

Additional Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment during the period of their assistantship. In particular, graduate assistants (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities. Exceptions to this policy may only be made under unusual circumstances and only with the approval of the dean of the appropriate college or equivalent administrator upon the written recommendation of the graduate program director and the department/school chair. Any outside employment (i.e., off-campus) should be undertaken with caution and in consultation with the GPD.

Outside employment should only be approved under unusual circumstances. A memo should be written by the Graduate Program Director (GPD) AND the Department/School Chair recommending the additional outside employment. The dean of the appropriate college or equivalent administrator must approve the additional employment. The original of this recommendation/approval memo must be attached to your E-1S form. Failure to attach the required approvals memo will result in your student not being allowed to work in that additional outside employment. If you allow a student to work without the required approvals, you are violating University Policy and could be subject to disciplinary action.
**Hiring a GTA who will be an instructor of record?**

Departments hiring a Graduate Teaching Assistant who will be the *instructor of record* in Banner must complete the *Certification of Graduate Teaching Assistant as the Instructor of Record* (T-1) form at least one week prior to the E-1SG/EPAF processing deadline each semester. Instructions are provided on the 2nd page of the attached document. Questions about this requirement may be addressed to Graduate Studies.

[http://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/faculty-forms/T1-certification-gta-instructor.pdf](http://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/faculty-forms/T1-certification-gta-instructor.pdf)
EMPLOYING STUDENTS

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: ___________________________ GTA Institute Completion Date (Semester/Year): ___________________________

Section II: Teaching Assignment for Semester (A form must be completed for each semester.)

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 transcript(s) for courses taken outside of Old Dominion University must be in BORIS 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:

<table>
<thead>
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<th>Subject &amp; Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Institution</th>
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Section V: Training & Supervision (Complete only if the GTA does not have a master's degree in the subject area. Attach additional page if needed.)

Please describe specific training to be provided: ___________________________

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: ___________________________

**Associate Vice Provost for Graduate Studies (Print): ___________________________ Associate Vice Provost for Graduate Studies (Signature): ___________________________ Date: ___________________________

Original: Dean’s Office
Copy: Department
Electronic Copy: Academic Affairs/Office of Graduate Studies Department to Corey van Vlmen at cravnv@odu.edu

**AA/OSS will obtain AVP signature if needed. Submit electronically without AVP signature. A signed copy will be returned to the Dean’s Office.
EMPLOYING STUDENTS

Certification of Graduate Teaching Assistant
as the Instructor of Record – T1
Instructions

This form is to be submitted for review/approval for all graduate assistants assigned to be instructors of record at least one week prior to the E1SG processing deadline each semester.

Section I: Student Information, Section II: Teaching Assignment for Semester, and Section III: Education

Sections I, II, and III should be completed for all graduate teaching assistants to be assigned as instructors of record each semester.

Section IV: Graduate Level Coursework

This is required 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. Students with 18 semester credit hours at the graduate level in the subject area may be eligible to teach.

Normally, students submit transcripts if there is coursework to be used toward certification of the student’s credentials to serve as the instructor of record (noted in Section IV) and the coursework is not included in BDMS, please attach either the official transcript or a copy that shows the completed coursework. A copy of the transcript is acceptable when the hiring manager has seen the original and can ensure the validity of the copy. All coursework reported on this form must be verifiable.

Section V: Training & Supervision

In-service training and supervision are required for graduate students who not have a master’s degree in the teaching discipline. If you need assistance identifying what is needed to fulfill these two requirements, contact the Associate Vice Provost for Graduate Studies, Robert Wojtowicz, at rwoj@odu.edu.

Submission of Certification Form and AA/O6S Approval

Certification forms and supporting documents (if any) should be submitted electronically to Corey van Vlzym at cvanvlym@odu.edu. Certification forms will be reviewed and the department chair and graduate program director will be notified via email when the certification is approved. If the approval of the Associate Vice Provost for Graduate Studies is required, a copy of the completed form will be provided as well. Once approval has been received, the E1SG can be submitted for processing.
Sub Account Codes for Graduate Assistants
Please pay special attention to sub-accounts to ensure that you are using the correct sub-account code - graduate assistants supported with institutional funds (4022 and 4023) or those supported with State (S-5) funds (4122 and 4123). Refer to the section “The Importance of Position Numbers” to determine the appropriate position number prefix for each student type.

Graduate Teaching Instructor (GTA) sub-account 4022, 4122 – Employee Class TA, see E-1SG Form

This sub-object code is used to hire graduate students, without faculty appointment, who participate directly in teaching activities, such as the teaching of a course, or who hold responsibility for a laboratory section, or is assigned to specific instructional support or related activities. All GTA-Instructors are required to pass the GTAI Institute in order to receive a GTA stipend. International students must pass the SPEAK Test and the GTAI Institute.

Graduate Teaching Assistant (GTA) sub-account 4022, 4122 – Employee Class TA, see E-1SG Form

This sub-object code is used to hire graduate students, without faculty appointment, who do not directly instruct students in the knowledge or skills imparted by the laboratory experience. Instead, TA Assistants serve as graders; help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or as laboratory assistants who prepare equipment solutions, etc. GTA-Assistants are not required to pass the GTAI Institute but must be approved and supervised by the appropriate faculty instructor.

Graduate Research Assistant-faculty assistants (GRA) sub-account 4023, 4123 – Employee Class RA, see E-1SG form

This sub-object code is used to hire graduate students, without faculty appointment, for participating in research or support activities conducted by faculty members or administrators.

Graduate Administrative Assistant (GAA) sub-account 4023, 4123 – Employee Class RA, see E-1SG Form

This sub-object code is used to hire graduate students, without faculty appointment, for participating directly in the support of administrative activities of a University department. Refer to the policy below for the process for non-academic departments to hire graduate assistants.
Policy for Awarding of Graduate Assistantships in Non-Academic Departments

Non-academic units must coordinate the hiring of graduate assistants with the appropriate associate dean.

Determination of the number and the availability of funds must be done as early as possible in order to facilitate offering these GAA positions to the top ranked applicants/students in the appropriate graduate programs. As part of the December to January budget submission process, non-academic units must submit a justification for continued and increased support of GAAs, i.e., stipends and tuition waivers. The Office of Graduate Studies will notify the appropriate graduate program directors of the number of anticipated GAA positions that can be offered to highly recruited applicants for the upcoming and Fall, Spring, and Summer admission cycles. The appropriate associate dean’s office will process all GAA awards funded by non-academic units.

Each semester, the GAA’s immediate, non-academic supervisor will evaluate the performance of the student and make recommendations for continuance or termination. The graduate student and his/her GPD or academic advisor will review the written evaluation, and a final set of recommendations will be made regarding the continued awarding of the assistantship.

SPECIAL NOTE – Once graduate assistants are on payroll, they continue to receive a paycheck until the end date of the employment period. Departments should review the departmental check distribution report to ensure that graduate assistants are still employed. It is the department’s responsibility to terminate graduate assistants timely to avoid overpayment.
STUDENT HOURLY (4025, 4028, 4029)

Eligibility

Student hourly employees may generally be employed for **up to 20 hours per week**. Students are subject to overtime pay if 40 hours are exceeded during one work week. **Students should generally work a maximum of 20 hours per week.**

International students may work on campus for a maximum of **20 hours per week** during the fall and spring semesters.

Questions about the work hours limitation for student hourly wage employees may be addressed to Gloria Boone, Payroll Manager, at 757-683-3014 or via e-mail at gboone@odu.edu.

**IMPORTANT NOTE:** Students are allowed to be hired as hourly wage employees; however, they may not be employed as an hourly wage employee and a student employee (student hourly, work study, stipend, or graduate assistant) at the same time. In the event a student is hired as an hourly age employee, the student will have FICA taxes withheld from pay. The hiring department will also be charged for the employer’s portion of the FICA tax for that student’s wages.

To be employed as a student hourly wage employee, including Federal Work Study, during the summer, students must have been attending ODU during the spring semester and be pre-registered for the fall semester. If the summer semester is a student’s first term attending ODU, they may not be employed as a student employee during the summer semester – May 16 – August 15.

**Enrolled (sub-account 4025) – Employee Class SH**

U.S. **Students** employed in this capacity must be enrolled in a minimum of six (6) credit hours at ODU during fall, spring, and summer semester.

**Undergraduate or Graduate international students** employed as a student hourly must be enrolled for **at least the same** minimum number of credit hours as a citizen or permanent resident.

**International Students** - Please note that international students on non-immigrant visas are considered non-resident aliens (NRA) for tax purposes and are exempt from social security taxes. Please contact VISA to see if a student has become a tax resident of the United States and should be paying social security taxes.

**NOTE:** Students who drop below the required minimum credit hours will have FICA taxes withheld from their pay. FICA taxes will be charged to your budget for those students employed in 4025 if the student drops below 6 credit hours in the Fall and Spring semesters and if the student is not registered for 6 credit hours in the Summer semester. Please notify E-1S Processing if the student withdraws from the University or is no longer taking classes.
FEDERAL WORK-STUDY (FWS)

All FWS funds will be centrally located and distributed by Career Development Services (CDS) and managed by Career Development Services Student Employment Office. The CDS will be responsible for managing all FWS funds, assisting departments in posting FWS jobs in ODU CareerLink, providing assistance as needed by departments to recruit and fill FWS positions, processing hiring paperwork for FWS students selected by departments, tracking students’ FWS balances, and collecting performance evaluations for all FWS student workers.

- All departments will post all FWS jobs in ODU CareerLink before hiring.
- The CDS will help recruit adequate students to fill positions as needed.
- The CDS will process all FWS E-1S paperwork including EPAFs for all returning students to move them to the designated CDS University FWS account.
- Supervisors will complete and submit to CDS at the end of each semester the current University student employee evaluation form, which will be provided in an electronic format by CDS.
- Budget Unit Directors will not have a budget line item nor a position number for FWS student employees to manage.
  - FWS funds will not appear in the departmental base budget. Allocations will be centrally managed by CDS based on allocation and/or utilization from previous funding.
- Once jobs are posted in ODU CareerLink, departments will be able to utilize any additional methods to recruit students as in the past.
- Supervisors will oversee day-to-day operations of the FWS student worker.
- Supervisors will approve hours through Web Time Entry (WTE).
  - Manual timesheets and/or requests for Manual Paychecks must be processed through CDS, and the $50 manual paycheck fee will be charged to the requesting department if a manual paycheck is requested.

Questions may be addressed to Career Development Services at (757) 683-4388.

Academic Year/Summer sub-account 4028 - Employee Class WS

Students employed in the FWS program must have accepted a FWS award from the Financial Aid Office. The award must be accepted and on file in the Financial Aid Office, and no holds may be on the student’s record. A student may earn no more than the amount of the award. A student must be enrolled for six (6) credit hours or more. To be employed as a FWS student during the summer semester, students must have been enrolled for spring semester at ODU and be pre-registered for fall semester at ODU. For more details, please contact the Office of Student Financial Aid at 683-3684.

Federal Work-Study, Financial Aid, and Over-Awards sub-account 4028

When a student receives need-based financial aid, the Financial Aid Office must monitor earnings so that the student does not earn more than s/he is eligible to earn. A student’s eligibility may change during the course of the year, creating the possibility of an over-award.
EMPLOYING STUDENTS

An over-award occurs when a student earns more than s/he is allowed to earn in on-campus employment.

The Office of Student Financial Aid monitors Federal Work-Study student earnings. The student and the employing department are notified in writing when an over-award is about to occur.

If an over-award does occur, a student must discontinue work until the situation is resolved and must meet with a Financial Aid counselor to do so. If the problem is not resolved immediately, it may jeopardize the student's eligibility for current and future financial aid.

**America Reads/Community Service, sub-account 4029 – Employee Class ST**
This sub-account code is used for students employed in the America Reads and the Community Service internships managed by Career Development Services.
CHANGES/TERRMINATION PROCEDURES (including EPAFS)

You must adhere to the Payroll schedule for all submission deadlines.

Training is available to all EPAF users prior to each semester.

What is an EPAF?

Electronic Personnel Action Forms (EPAFs) utilize existing functionality in Banner self-service (Leo online) and replace the paper E-1, E-1SU, and E-1SG forms for rehiring, rate changes, terminations and position changes as outlined below. These EPAFs will be submitted through self-service by the department and routed to the appropriate EPAF approver and on to Payroll or Human Resources for review and update of the Banner records. This electronic process is faster and more efficient than the old paper process.

When do I use an EPAF?

A paper E-1, E-1SU, or E-1SG form is no longer be needed for specific pay actions (see below) associated with student hourly employees subject to Web Time Entry and for Graduate Assistants. You must adhere to the Payroll schedule for all submission deadlines.

The EPAF process is mandatory for the following actions:

- Rehiring a student hourly, graduate assistant, or hourly employee in the same position
- Rehiring a student hourly, graduate assistant, or hourly employee in a different position (whether in the initial hiring department or another department)
- Rate changes, pay (stipend) change
- Termination of job record (person leaving a position)
- Termination of employee (person leaving the University)

Are there any student employees NOT affected by EPAFs?

EPAFs are not used for any pay actions associated with stipend students. You must continue to use the paper E-1SU form as appropriate for all pay actions for these types of students. You must adhere to the Payroll schedule for all submission deadlines.

E-mail notification - If you receive an e-mail containing the message that you have an EPAF awaiting approval, this means that the originator in the department submitted the EPAF and it is awaiting departmental approval (originator cannot approve) and you must submit a document to E-1S Processing to apply the process in Banner for final payment.

Hiring NEW hourly, student hourly, stipend or graduate assistant employees?

The paper E-1SU or E-1SG form will still be needed for hiring new student hourly, stipend student employees, and graduate assistant employees. We plan to expand the EPAF process to include the new hire process in the near future.
EMPLOYING STUDENTS

How do I gain the access for EPAFs?

To obtain the appropriate access for EPAFs (EPAF Originator, EPAF Approver, or EPAF Proxy), complete the Electronic Approval Access Form and submit it to the individual designated on the form.

http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/electronic-approval-access-form.pdf

Documentation

Documentation, FAQs and Quick Reference Guides will be available on the Department of Human Resources EPAF web page.

http://www.odu.edu/facultystaff/employeeservices/managers/epafs

Departments are responsible for monitoring expenses for student wages.

Submit termination E-1SU forms (stipend only) and EPAFs timely – why?

- Recoup unused funds
- Use funds for other students
- Accurate record keeping
- Avoid over-payments for stipend and graduate assistants
- Ensure students have the current time sheets only
Questions about EPAFs?

Information about Hourly Wage Employees

Pam Harris, Human Resources, 757-683-5131
Catherine Holland, Human Resources, 757-683-3028
Arlinda McGruder, Human Resources, 757-683-6127

Information about Student Hourly Wage Employees, Stipend Students, Graduate Assistants

Brenda Blount, E-1S Processing, Payroll, 757-683-5399
Joyce Thornton, E-1S Processing, Payroll, 757-683-6268
Tiffani Gray, Payroll Student Employment Supervisor, 757-683-3037
Career Development Services (reference 4028/4029), 757-683-4388

EPAF Actions (Approval Categories) – from the EPAF Quick Reference Guide

<table>
<thead>
<tr>
<th>Students (including graduate assistants) &amp; Hourly Actions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Change</td>
<td>This process is to change a rate of pay of a current hourly/student employee. A justification is required in the comment field for an hourly employee.</td>
</tr>
<tr>
<td>Rehire new position</td>
<td>This process is to rehire an employee in a position they have not worked in before or in the last year. The employee has worked at ODU within the last year.</td>
</tr>
<tr>
<td>Rehire same position</td>
<td>This process is to rehire an employee in a position they have worked in the last year. The employee has worked at ODU within the last year.</td>
</tr>
<tr>
<td>Terminate job record</td>
<td>This process is to end the job of an employee. The employee stays active, but the job will not be active.</td>
</tr>
<tr>
<td>Terminate employee</td>
<td>This process is to terminate the employee at ODU. They will no longer be active in the system.</td>
</tr>
</tbody>
</table>

Note: Hourly processes are sent to Human Resources (Arlinda McGruder). Student processes are sent to Payroll (Brenda Blount or Joyce Thornton) or Career Development Services (4028/4029)

Upcoming Training - Fall 2016 – all classes scheduled in BAL 1013C (tentative location)

Look for a University Announcement with sign-up instructions.

- August 3, 2016, 9:00am-11:00am
- August 10, 2016, 9:00am-11:00am
EMPLOYING STUDENTS DURING THE SUMMER

To be employed as a student hourly wage employee, including Federal Work Study, during the summer, students must have been attending ODU during the spring semester and be pre-registered for the fall semester.

If the summer semester is a student’s first term attending ODU, they may not be employed as a student employee (student hourly/work study/stipend) during the summer semester employment period (May 16 – August 15).

The information provided may not apply to specific requirements for hiring graduate assistants during the summer. For more information about hiring graduate assistants, refer to the university’s graduate catalog or contact the appropriate associate dean.

Students must have been enrolled for spring semester at ODU and be pre-registered for fall semester at ODU to be employed during the summer as a student hourly employee. A student who does not take summer classes but was enrolled for spring and is pre-registered for fall will have FICA taxes withheld.

Summer school students seeking degrees from other institutions are not eligible for summer employment at ODU.

Employment periods

- The academic employment year for student hourly/stipend workers ends May 15.
  - Fall employment period – August 16-December 15
  - Spring employment period – December 16-May 15

- The academic employment year for graduate assistants ends May 9
  - Fall employment period – August 25-December 9 or December 24 (if you want the grad assistant paid over the holiday)
  - Spring employment period – December 10 or December 25-May 9

- The summer semester employment period for student hourly/stipend workers runs May 16 to August 15 and crosses fiscal years
  - May 16-June 15 – summer 1 is in one FY
  - June 16-August 15 – summer 2 is in next FY

- The summer semester employment period for graduate assistants runs May 10 to August 24 and crosses fiscal years:
  - May 10 – June 9 – summer 1 is in one FY
  - June 10 – August 24 – summer 2 is in next FY
Summer Paperwork/EPAF Submission Deadlines

Please review the guidelines for the type of student employee (graduate assistant, student hourly/stipend) and complete the appropriate actions via E-1SU/E-1SG or EPAF by the deadline shown on the Payroll schedule to ensure students are paid timely.

- At the end of each academic year (May 9 for graduate assistants), all graduate assistant payroll records are deactivated on the payroll system.

If you intend to continue a graduate assistant’s employment for the entire summer or a stipend student for the summer, please complete the appropriate action below:

- Complete a new E-1SU for stipend students for the period beginning June 16
- Complete an EPAF for graduate assistants for Summer Session I (May 10-June 9) or for Summer Session II (June 10-August 24) or both, using the correct pay period begin and end dates

Remember, only students who are continuing enrollment at ODU and are pre-registered for the Fall may be employed during the summer semester.

Graduating students - If a student is graduating in May and is not pre-registered for at least 6 credit hours for the upcoming Fall semester, he or she is not eligible for student employment in the summer.

- Summer school students seeking degrees from other institutions are not eligible for summer employment at ODU.
- Graduating students may be hired as hourly wage employees after graduation by contacting the Department of Human Resources.

Can graduate students ever be hired as regular student hourly wage employees?
Yes, as long as the student continues to be registered for at least 6 credit hours during the semester.

Fiscal Year for Payroll Purposes - Although the University’s fiscal year runs from July 1 to June 30, the fiscal year for wage and student hourly employees ends June 15, and the timesheets for the final pay period of the fiscal year are always due on June 15 (by 11:59pm) or the date on the WTE Submission Schedule if June 15 falls on a weekend. For information purposes only, Graduate Teaching (4022/4122) and Graduate Research (4023/4123) Assistants are paid on the full-time payroll schedule. Please refer to the Payroll Schedule for submission deadlines.

POLICY REMINDER: As a reminder, it is the responsibility of the employing department to ensure that all requirements (i.e., registered for appropriate number of credit hours, submission of the appropriate E-1S Form, EPAF, Employment Eligibility, I-9) are met before allowing a student to begin work.
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-1SU HIRING FORM (send E-1SU forms for 4025 to E-1S Processing, Rollins Hall – send E-1SU 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-1SG 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-1S Processing)?

___ Is the Selective Service Compliance Form (male employees only) complete? (Send to E-1S Processing.)

___ Is a copy of the Social Security Card on file? (Send to E-1S Processing.)

___ Is the Conflict of Interests Dual Employment Reporting Form on file? (Send to E-1S Processing.)

___ Is the Elected Official Form on file? (Send to E-1S Processing.)

No Web Time Entry timesheet is available until the E-1SU is fully processed by E-1S Processing. Please take steps to avoid delays.

___ Do you have the confirmation copy of the E-1SU form? If yes, student may begin work. If no, do not allow student to work.
EMPLOYING STUDENTS

GRADUATE ASSISTANT (4022, 4122, 4023, 4123) HIRING CHECKLIST

Before allowing the graduate student to begin work, determine:

- Is the graduate student formally admitted to a graduate degree program
- Is the student in good academic standing
- Is the graduate student enrolled at Old Dominion University for the required number of credit hours?
- Is a Graduate Assistantship AWARD available?
- Is the Graduate Assistantship award in order? Contact the Department Chairman.
- For GAA assistantships, have you submitted paperwork to the appropriate associate dean?
- Does the graduate student have a valid social security number?

E-1SG HIRING FORM

Send graduate student E-1SG forms to the appropriate associate dean.

- Is the form completed correctly (including all authorized signatures)?
- Is the stipend 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?
- Non academic units – have you obtained approval from the appropriate associate dean?

ADDITIONAL HIRING DOCUMENTATION
(send all required documentation with the E-1SG)

- 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 for new hires? (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?
- Is the Selective Service Compliance Form (male employees only) completed?
- Is a copy of the Social Security Card on file?
- Is the Conflict of Interests Dual Employment Reporting Form on file? (Send to E-1S Processing.)
- Is the Elected Official Form on file? (Send to E-1S Processing.)
- Is the Certification of Graduate Teaching Assistant as the Instructor of Record (T1) on file for each GTA who will be an instructor of record in Banner?

Please take steps to avoid delays. Payroll cannot produce paychecks for graduate assistants until after the E-1SG is fully processed by E-1S Processing. The E-1SG 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-1S Processing.

- Do you have the confirmation copy of the E-1SG form? If yes – your graduate student may begin work. If no, do not allow the graduate student to begin work.
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)

<table>
<thead>
<tr>
<th>PART 1:</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
<td></td>
</tr>
<tr>
<td>First</td>
<td>MI</td>
</tr>
<tr>
<td><strong>ID NUMBER (UIN)</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>ADDRESS</strong></td>
<td><strong>PHONE</strong></td>
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<tr>
<td><strong>CITY</strong></td>
<td><strong>STATE</strong></td>
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**APPOINTMENT DATA:**

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<tbody>
<tr>
<td>[ ] (WH) White</td>
<td>[ ] Male</td>
</tr>
<tr>
<td>[ ] (BL) Black</td>
<td>[ ] Female</td>
</tr>
<tr>
<td>[ ] (HS) Hispanic</td>
<td></td>
</tr>
<tr>
<td>[ ] (AP) Asian/Asian American</td>
<td></td>
</tr>
<tr>
<td>[ ] (AI) American Indian/Alaskan Native</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>RESIDENCY STATUS:</th>
<th>MARITAL STATUS:</th>
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<tbody>
<tr>
<td>[ ] U.S. Citizen</td>
<td>[ ] Single</td>
</tr>
<tr>
<td>[ ] Resident Alien</td>
<td>[ ] Married</td>
</tr>
<tr>
<td>[ ] Non-Resident</td>
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**DATE OF BIRTH ____/____/____**

**PART 2:**

<table>
<thead>
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<th>BANNER BUDGET CODE:</th>
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</table>

**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 Hourly - with FICA/SUMMER ONLY (4026) |
| [ ] Federal Work Study (4028) |

**E-1S DATA:**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours/Week</strong></td>
<td><strong>Rate $</strong></td>
</tr>
<tr>
<td><strong>Weeks/Period</strong></td>
<td><strong>Total Amount $</strong></td>
</tr>
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</table>

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

**ELIGIBILITY:**

<table>
<thead>
<tr>
<th>FWS Award (Work Study Only)</th>
<th>$ ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-9 on File</td>
<td>Date E-1S</td>
</tr>
<tr>
<td>Child Support</td>
<td>Completed</td>
</tr>
<tr>
<td>Number hours enrolled</td>
<td></td>
</tr>
<tr>
<td>Copy of SS card</td>
<td>Direct Deposit of Pay</td>
</tr>
<tr>
<td>Selective Service</td>
<td>Current State/Federal Tax forms</td>
</tr>
<tr>
<td>Conflicts of Interests Dual Employment Reporting Form</td>
<td>Elected Official Form</td>
</tr>
</tbody>
</table>

**A newly hired student may not begin work until your department receives the confirmation copy of the E-1SU or E-1SG form.**
THE IMPORTANCE OF POSITION NUMBERS

The position number assigned to an individual student employee drives where the expenditures for gross wages and any social security taxes will be charged. Each department is assigned specific position numbers for their graduate student teaching and research assistants and for their student hourly positions. Paperwork submitted with incorrect position numbers will hold up creating a pay record.

Please be sure to use the position number(s) assigned to your budget. This is especially important if you have more than one budget. Position numbers are tied to budgets/sub-accounts and are not interchangeable. Use of an incorrect position number could result in the student being paid from the wrong budget/sub-account. Do not confuse employee class with position prefix.

Graduate Teaching and Research Assistant Positions:

Graduate Teaching /Instructor and Assistants (GTA) – position number prefix TA -- charged to the specific budget code for the department and sub account 4022. (Example: TA2970 is the position number used for Academic Affairs budget 1AA00-4022). Employee class TA.

Graduate Teaching/Instructor and Assistants – S5 - (GTA) – position number prefix GT – charged to the specific budget code for the department and sub-account 4122. Use this prefix for S-5 state appropriation funded students. Contact the appropriate associate dean for more guidance. (Example: GTnnnn is the position number used for Academic Affairs budget 1AA00-4122). Employee class TA.

Graduate Research Assistants-Faculty Assistants (GRA) – position number prefix RA -- charged to the specific budget code for the department and sub account 4023. (Example: RAnnnnn is the position number used for Academic Affairs budget 1AA00-4023). Employee class RA.

Graduate Research Assistants-Faculty Assistants and Admin Assistants – S5 - (GRA) -- position number prefix GR – charged to the specific budget code for the department sub account 4123. Use this prefix for S-5 state appropriation funded students. Contact the appropriate associate dean for more guidance. (Example: GRnnnn is the position number used for Academic Affairs budget 1AA00-4123). Employee class RA.

Graduate Administrative Assistant (GAA) – position number prefix RA – charged to the specific budget code for the department and sub account 4023. (Example: RA2970 is the position number used for the Office of Finance budget 1CL00-4023). Employee Class RA.

Graduate Administrative Assistant (GAA) – S5 – (GAA) – position number prefix GR – charged to the specific budget code for the department and sub account 4123. Use this prefix for S-5 state appropriation funded students. Contact the appropriate associate dean for more
Student Hourly Positions:

**Student Hourly Positions** – position number prefix *RS* - charged to the specific budget code for the department and sub account 4025. These position numbers and sub account are used for all student hourly positions employed during the Fall, Spring, or Summer semesters.

FICA taxes will be charged to the budget if the student drops below 6 credit hours during the Fall and Spring semesters and if the student is not registered for 6 credit hours in the Summer semester (departments need to ensure that a budget adjustment is submitted to cover FICA taxes). (Example: *R2970* is the position number used for Academic Affairs budget 1AA00-4025). Employee class SH.

Federal Work Study (FWS), sub-account 4028, position number prefix *WS* – charged to the specific budget code for the department and sub account 4028. Employee class WS.

America Reads/Community Service, sub-account 4029, position number prefix *VS* – charged to the specific budget code for the department and sub account 4029. Employee class ST.

**OBTAINING POSITION NUMBERS** - To obtain a new valid position number for your department, please contact the University Budget Office at 3-3127.

**INTERNATIONAL STUDENTS** - International students on non-immigrant visas are exempt from social security taxes until they become tax residents of the United States. Once they become tax residents, they would qualify for the social security tax exemption if they are enrolled in at least six (6) credit hours.)
STUDENT EMPLOYMENT DATA FORM (E-1S)

The E-1S form is the hiring document for NEW student workers who have no previous work history with the University and for all pay actions for stipend students, available from the Office of Finance web site (www.odu.edu/finance - under Forms and on the Hiring Student Workers page). Please be certain to use the most current version of the appropriate E-1S form (E-1SU or E-1SG) – both forms are currently under revision.

- A new student is not authorized to begin working until the appropriate E-1S form has been completed, approved and processed by E-1S Processing.
- Forms are in fillable PDF format and can be saved to your computer.
- Forms must be submitted with original signatures.
- Failure to complete any section of the forms or include any required documentation will result in the E-1S being returned to your department.
  - Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created.
  - For hourly students, there will be no Web Time Entry (WTE) timesheet.
  - A copy of a letter sent with returned E-1S forms is included in these materials.
- You must adhere to the Payroll schedule for all submission deadlines.
- No FAX or e-mail submissions are accepted.

There are two (2) E-1S forms – the E-1SU for student hourly employees subject to Web Time Entry and stipend student employees (limited use) and the E-1SG for graduate assistants (Both forms are being revised – check the Office of Finance website to ensure you are using the current form):

- **Undergraduate Student Employment Data Form for New Hires/Stipend (E-1SU), 07/23/14.** The E-1SU (4025, 4028, 4029) is used as the initial hiring form for new hourly student employees subject to Web Time Entry and for all pay actions associated with stipend students (original hire, all changes, termination).

  These forms are routed to the E-1S Processing Office.

  Once a student has been employed, pay actions for student hourly positions subject to Web Time Entry are done via the EPAF process.

- **Graduate Student Employment Data Form (E-1SG), revised 06/21/2011.**
  The E-1SG is used to hire NEW graduate assistants (4022, 4122, 4023, 4123).

Completed E-1SG forms are routed to the appropriate associate dean for review and approval. The appropriate associate dean sends the approved E-1SG forms to E-1S Processing after review and approval.

All pay actions other than hiring NEW graduate assistants with no previous work history with the University are done via the EPAF process.
E-1SU COMPLETION GUIDE – *always use the most recent form*
(These instructions are also contained on the second page of the E-1SU form.)

The E-1SU form is organized into six (6) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1SU being returned to your department. Until we receive the corrected paperwork, the student will not be authorized to work, no payroll record can be created, and there will be no Web Time Entry (WTE) timesheet.

This form is used to hire *new* student hourly employees subject to Web Time Entry and for *all* pay actions associated with stipend students (limited use)

**Top left-hand corner** - Fill in the Check Distribution Org, which is used to notify the Mail Room where to deliver checks for the individual being hired.

**Top right-hand portion of the form** – *This information is required.* If the approver changes, notify E-1S Processing *immediately* and provide the name, UIN, and Position Number of the new approver. This can be done via e-mail to Brenda Blount or Joyce Thornton. Provide the following information:

- Contact Person
- Contact’s extension
- Approver’s Name (The approver is the WTE approver)
- Approver’s UIN
- Approver’s Position number
- Department Phone Extension

I. **Department/Position Information**
   This section must be correctly completed in its entirety for each transaction.

   **Department.** Fill in the department name.

   **Banner Position #** - Required. The Banner Position Number must coincide with the budget code used, as previously assigned by the University Budget Office. (Contact the Budget Office to obtain a number if necessary.)

   **Prefix/Sub-Object/Title** – The prefix matches the alpha portion of the position number.

II. **Student Data**
   The ID portion of this section is completed for each transaction. The Residency Status is completed when the student hourly or stipend student is hired.

   **Student UIN.** The student’s UIN (university identification number) is required.
EMPLOYING STUDENTS

Name. Provide the last name, first name, and middle initial of the student employee.

Residency Status

III. Financial Support Data
This section is completed at the time of the original appointment only. Original appointment can be either the very first time a student is hired (student hourly or stipend) OR the beginning of each fiscal year for students who have been employed at the University (stipend students only). All pay actions for current student hourly employees subject to WTE are completed via the EPAF process.

Work Study Only: Check the award period (Fall, Spring, or Summer)
Employment Period (Start Date and End Date)
For hourly students subject to WTE:
   Hours Per Week
   Rate (hourly) – refer to the student hourly wage scale
For stipend students only:
   Total/Stipend Amount

IV. Change Data (do not complete this section at the time of original appointment)
THIS SECTION USED FOR STIPEND STUDENTS ONLY. Changes to student hourly employee pay records subject to WTE are handled using the EPAF process. The pay amount and the sub-account for student employees cannot be changed during a pay period (this only applies to changes within one budget code).

DO NOT COMPLETE THIS SECTION WHEN TERMINATING STIPEND STUDENTS (complete section V).

Complete this section for stipend students when changes are made after the original appointment within the same fiscal year in the following instances:

- Change in Authorized Stipend Amount
- Change in End Date (provide the present end date and the new end date)

V. Termination Data
THIS SECTION USED FOR STIPEND STUDENTS ONLY. Changes to student hourly employee pay records subject to WTE are handled using the EPAF process. This section is completed when the stipend student employee terminates employment with the department or is terminated by the employer. Completing this section can release unused funds back into your budget for your use.

Termination code (refer to second page of the form for codes)
Termination Date
Comments
Present Amount
Amount Expended
Recouped Amount
VI. **Budget Authorization – completed for ALL transactions**

This section is completed for all transactions. By signing the document, the budget unit director certifies that sufficient funds are available to cover all charges to be incurred by employing this student; that all required hiring documentation has been submitted and is on file in E-1S Processing, and that the student is registered for the required number of credit hours.

**Failure to submit W-4 or VA-4** - Employees need to understand that if they do not submit completed W-4 and/or VA-4 withholding forms, the Internal Revenue Service (IRS) requires Old Dominion University to withhold taxes at the highest rate, which is single with no withholding allowances. Furthermore, Old Dominion University cannot repay any of the tax previously withheld. The Old Dominion University Payroll Office cannot change the tax withholding status of an employee until Payroll receives new tax withholding forms or corrected forms, whichever applies. **The budget unit director is certifying that sufficient funds are available to cover all charges to be incurred by employing this student.**

Name (please print)

Signature - Dept/Budget Unit Head - The individual signing this form must be on the authorized signature list.

Date

E-1S Processing Use Only – DO NOT ENTER ANY INFORMATION

**ROUTING** –

- Sub-account 4025 - Send E-1SU forms to E-1S Processing
- Sub-account 4028 – Send E-1SU forms to Career Development Services
- Sub-account 4029 – Send E-1SU forms to Career Development Services
### QUICK REFERENCE E-1SU – STUDENT HOURLY EMPLOYEES

**ORIGINAL APPOINTMENT ONLY**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Sections of E-1SU to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original Appointment</strong></td>
<td>Sections I, II, III, VI</td>
</tr>
</tbody>
</table>

Any changes to student hourly employee pay records are handled via the EPAF process. The hiring, continuation, and termination processes for FWS students (4028/4029) is handled by the Career Development Services.

### QUICK REFERENCE E-1SU – STIPEND STUDENT EMPLOYEES

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Sections of E-1SU to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original Appointment</strong></td>
<td>Sections I, II, III, VI</td>
</tr>
<tr>
<td><strong>Change Stipend Amount</strong></td>
<td>Sections I, II, IV, VI</td>
</tr>
<tr>
<td><strong>Change End Date</strong></td>
<td>Sections I, II, IV, VI</td>
</tr>
<tr>
<td><strong>Termination</strong></td>
<td>Sections I, II, V, VI</td>
</tr>
</tbody>
</table>

All payroll changes for stipend students are handled with the paper E-1SU process.
EMPLOYING STUDENTS

OLD DOMINION UNIVERSITY – UNDERGRADUATE STUDENT EMPLOYMENT DATA FORM FOR NEW HIRES/STIPENDS (E-15U)

Submit this form with original signatures. Keep a copy for your records. Submit only page 1 – page 2 is for departmental information only.

A student is not authorized to begin working until the E-15U form has been completed, approved and processed by E-15 Processing.

Check Distribution Org (for check delivery) ________________________________

Contact Person: ________________________________ Ext: __________

Approver: ________________________________ Position #: ________________________________

Section I. Department/Position Information - Complete for each transaction

| Department: ________________________________ |
| Organization/Department Name: ________________________________ |
| Banner Position #: ________________________________ Budget Code: ________________________________ |

☑ Check one – be sure to use the correct position prefix:

- [ ] RS 4026 Student Hourly or Stipend student
- [ ] WS 4028 Work Study Student
- [ ] VS 4029 Community Service Work Study

Section II. Student Data – Complete II information for each transaction

| UN#: ________________________________ Name: ________________________________ |
| Last: ________________________________ First: ________________________________ Middle Initial: ________________________________ |

Complete residency status for original appointment and when changes occur:

Residency Status: [ ] Citizen (C) [ ] Permanent Resident (P) [ ] Non-Immigrant (N)

Section III. Financial Support Data – Complete for original appointment only.

| Work Study Only: Award Period: Fall [ ] Spring [ ] Summer [ ] |
| Employment Period: Start Date: ________________________________ End Date: ________________________________ |

Students may work up to 20 hours per week unless prior approval is obtained.

For hourly students subject to Web Time Entry only:

| Hours per week: ________________________________ Rate: ________________________________ (see wage scale on page 2) |

For Stipend Students only:

| Stipend Amount: ________________________________ |

 Sending INFORMATION

Send this form with ORIGINAL signatures – keep a copy for your files.

Section IV. Change Data – COMPLETE FOR STIPEND STUDENTS ONLY. DO NOT complete this section if terminating a stipend student - complete Section V. Use the EPAF process for changes for student hourly employees subject to Web Time Entry.

☑ Stipend Increase/Decrease: Present Stipend: ______ New Stipend: ______

☑ Change in end date: Present End Date: ______ New End Date: ______

Section V. Termination Data – COMPLETE FOR STIPEND STUDENTS ONLY. Use the EPAF process for termination of student hourly employees subject to Web Time Entry.

Termination Code (see page 2 for codes): ________________________________ Termination Date: ________________________________

Comments: ________________________________

Authorized Amount: - Amount Expended = Recouped Amount

Section VI. Budget Authorization – complete for ALL transactions.

My signature certifies that sufficient funds are available to cover all charges to be incurred by employing this student. This student has completed an I-9 Form, Child Support/Alcohol Drug Form, Certificate of Receipt for Policy 1.75 [Use of Electronic Communications & Social Media], and Selective Service Compliance form [as required by Federal and State Law], the Dual Employment Reporting Form, the Elected Official Disclosure Form, the Direct Deposit of Pay authorization form, that federal and state tax forms are provided to each new employee, and that the student is enrolled for the required number of credit hours at Old Dominion University.

| Name (Please Print): ________________________________ |
| ________________________________ Department/Budget Unit Head: ________________________________ |

Signature: ________________________________ Date: ________________________________

**** E-15 PROCESSING USE ONLY – DO NOT WRITE BELOW THIS LINE ****

** EMPLOYED in OTHER Department **

| Position #: ________________________________ Budget Code: ________________________________ |

| Work Study: ________________________________ |
| [ ] Child Support Disclosure | [ ] W-4 Form |
| [ ] I-9 Exp. | [ ] VA-4 Form |
| [ ] I-9 Exp. | [ ] Selective Serv. Comp. |
| [ ] Dual Employment (conflict of interest) | [ ] Drug & Alcohol |
| [ ] Direct Deposit Form | [ ] Elected Official Disclosure |

EMPLOYING STUDENTS

***THIS PAGE FOR INFORMATION PURPOSES ONLY – DO NOT RETURN WITH PAGE 1 OF E-1SU – KEEP THIS PAGE FOR YOUR RECORDS***

GENERAL INFORMATION

- The E-1SU is divided into six (6) sections. The purpose for completing each section is outlined below. Failure to complete any section of the form or to include any required documentation will result in the E-1SU being returned to your department.
- Until we receive the completed paperwork, the student will not be authorized to work, and no payroll record can be created. This form is used to hire new student hourly employees and to pay existing student employees associated with original appointment.

SECTION I - Departmental Position Information

This section must be correctly completed in its entirety for each transaction.

SECTION II - Student Data

The ID information must be completed for each transaction. The Residence Status is completed when the student hourly or stipend student is hired.

SECTION III - Financial Support Data

This section is completed at the time of the original appointment only. Original appointment can be either the first time a student is hired (student hourly or stipend) or the beginning of each fiscal year for students who have been employed in the University (stipend students only).

SECTION IV - Change Data

This section is used for change of student hourly employee. Changes to student hourly employee pay records are handled using the EPAF process. This section is used when a stipend student employee terminates employment with the department or is terminated by the employer. Completing this section can release unused funds back into your budget for your use.

SECTION V - Termination Data

This section is used for change of student hourly employee pay records are handled using the EPAF process. The section is used when a stipend student employee terminates employment with the department or is terminated by the employer. Completing this section can release unused funds back into your budget for your use.

Section VI - Budget Authorization

This section is completed for ALL transactions. By signing the document, the budget officer states that the following requirements are met:
- Funds available to pay
- EA completed
- Copy of SS Card
- Child Support Acknowledgment Drug Form completed
- Policy 1.15 - Use of Electronic Communications and Social Media
- Certificate of Receipt
- Electronic Disbursement Form
- Indent is equivalent to required number of credit hours in CCD
- Direct Deposit Form
- Direct Employment Reimbursement Form
- W-4 Form
- VA-4 Form

EMPLOYING STUDENTS

E-1SG COMPLETION GUIDE – *always use the most recent form*

(These instructions are also contained on the second page of the E-1SG form.)

The E-1SG form is used to hire NEW graduate assistants who have no previous work history with the University (4022, 4122, 4023, 4123). *ALL* pay actions associated with graduate assistants other than the original hire of graduate assistants who have not been employed by the University in any capacity (continuation, changes to pay, changes to end date, termination) must be done via the EPAF process.

Send all completed E-1SG forms to hire *new* graduate assistants to the appropriate associate dean for review and approval. The associate dean will forward approved E-1SG forms for new hires to E-1S Processing.

The E-1SG form is organized into seven (7) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1SG being returned to your department. Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created.

**Top left-hand corner** - Fill in the *Check Distribution Org*, which is used to notify the Mail Room where to deliver checks for the individual being hired.

**Top right-hand portion of the form** - Provide the *Contact Person* and the *Contact’s extension*. *This information is required.* If questions arise about the form, or the information contained on the form, this contact information is extremely important.

I. **Department/Position Information**
   This section must be correctly completed in its entirety for each transaction.

   **Department.** Fill in the department name.
   **Banner Position #** – Required. The Banner Position Number must coincide with the budget code used, as previously assigned by the University Budget Office. (Contact the Budget Office to obtain a number if necessary.)
   **Budget Code.** Provide your budget code
   **Prefix/Sub-Object/Title** – The prefix matches the alpha portion of the position number.

II. **Student Data**
   The ID portion of this section is completed for all transactions and when a student employee has a change of address or telephone number that should be noted.

   **Student SS#** - *REQUIRED for IRS reporting purposes.*
   **Student UIN.** The student’s UIN (university identification number) is required.
   **Name.** Provide the last name, first name, and middle initial of the student employee.
   **Birth Date**
   **Gender**
EMPLOYING STUDENTS

Marital Status
Ethnic Background
Residency Status
Local Phone
Local Address (street, city, state, and zip code)
Domicile
Program
Semester
Total Graduate Credit Hours

III. Financial Support Data
This section is completed at the time of the original appointment only. Original appointment is the very first time a student is hired at ODU.

Employment Start Date
Employment End Date
Hours Per Week
Weeks in the period
Total/Stipend Amount

IV. Tuition Support Data
Required when hiring new Graduate Teaching or Graduate Research Assistants. Be sure to fully complete this section. Failure to indicate whether this student has a Graduate Tuition Exemption will result in the form being returned, unprocessed.

A – Verified student/doctoral candidate
   Grad Tuition Waiver (yes/no)
   Funds Source
B – Verified Student/master’s degree
   Grad Tuition Grant (yes/no)
   Funds Source

Percentage
Amount of Tuition and Fees

V. Change Data
Effective with the Fall 2014 semester, all changes must be done via the EPAF process. No hard copy forms will be accepted for changes.

VI. Termination Data
Effective with the Fall 2014 semester, terminations are done via the EPAF process. No hard copy forms will be accepted for terminations.

VII. Budget Authorization – completed for ALL transactions
This section is completed for all transactions.

By signing the document, the budget unit director certifies that sufficient funds are available to cover all charges to be incurred by employing this student; that all
required hiring documentation is completed and on file in E-1S Processing, and that the student is registered for the required number of credit hours.

Signatures of the GPD and associate dean certify that all graduate assistantship requirements have been met.

**NOTE -** The budget unit director is certifying that sufficient funds are available to cover all charges to be incurred by employing this student. Signatures of the GPD and associate dean certify that all graduate assistantship requirements have been met.

**Dept/Budget Unit Head** - The individual signing this form must be on the authorized signature list.

**Graduate Program Director**

**Dean/Director**

**Associate Dean**

**E-1S Processing Use Only – DO NOT ENTER ANY INFORMATION**

**ROUTING -** Send original E-1SG forms to the appropriate associate dean. Please allow sufficient time for the associate dean to review, approve, and forward to E-1S Processing by the published deadline.
### QUICK REFERENCE E-1SG

COMPLETE A HARD COPY E-1SG FOR NEW HIRES ONLY

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Sections of E-1SG to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Appointment</td>
<td>Sections I, II, III, IV, VII</td>
</tr>
</tbody>
</table>

DO AN EPAF FOR ANY PAY ACTIONS FOR PREVIOUSLY HIRED STUDENTS

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Action for Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Increase</td>
<td>DO AN EPAF effective Fall 2014</td>
</tr>
<tr>
<td>Change Authorized Amount</td>
<td>DO AN EPAF effective Fall 2014</td>
</tr>
<tr>
<td>Change End Date</td>
<td>DO AN EPAF effective Fall 2014</td>
</tr>
<tr>
<td>Termination</td>
<td>DO AN EPAF effective Fall 2014</td>
</tr>
</tbody>
</table>
EMPLOYING STUDENTS


Page 42
MEMORANDUM

TO: E1S Contact Name _____________________________
Department ________________________________

FROM: E1-S Processing

SUBJ: Hiring Documents for Student: _____________________________
UIN# ____________ Budget Code ____________

We have reviewed the forms you submitted to hire the student named above. Please review the following:

- The hiring paperwork is being returned for the following reasons:
  - E-1S not completed properly.
  - No Child Support Disclosure Form
  - No I-9 form on file, or the I-9 has expired
  - No Selective Service Compliance Form on file
  - No Conflict of Interest form on file
  - No Elected Official Disclosure form on file
  - Federal Work Study award not in order
  - Student not enrolled for current term for required credit hours
  - Student not enrolled for upcoming term for required credit hours
  - Other _______________________________________________

Please correct all referenced items and return all of the hiring paperwork to the E1S Processing Office in the Office of Finance. Until we receive the completed hiring documents, the student is not authorized to work, and no payroll record can be created for this student.

- The paperwork was received after the deadline listed on the Payroll Schedule. The student will not receive a paycheck on _____________. No manual paychecks are processed due to late paperwork.

If you have questions about this process, please contact Brenda Blount at 3-5399 or Joyce Thornton at 3-6268.

Enclosure
CONTINUING STUDENTS

Stipend Students (limited use)

All pay actions for stipend students (original hire, date changes, stipend amount changes, termination) are handled by submission of the E-ISU form.

Hourly Wage Students subject to WTE and Graduate Assistants

All pay actions for current student hourly employees subject to WTE are handled via the Electronic Personnel Action Form (EPAF) process. Please note that the EPAF process for students employed as FWS (4028/4029) is managed by the Career Development Services.

The EPAF process for graduate assistants should be used for rehiring a graduate assistant in the same position, rehiring a graduate assistant in a new position, pay (stipend) changes, and termination of job/employee.

You must adhere to the Payroll schedule for all submission deadlines.

http://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule
OLD DOMINION UNIVERSITY
STUDENT EMPLOYMENT WAGE SCALE
EFFECTIVE DATE: July 16, 2009

GUIDELINES FOR CONSIDERATION IN DETERMINING STUDENT RATE OF PAY

<table>
<thead>
<tr>
<th></th>
<th>GROUP I</th>
<th>GROUP II</th>
<th>GROUP III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Skill Level</td>
<td>Minimal skills</td>
<td>Moderate skills</td>
<td>Advanced skills</td>
</tr>
<tr>
<td>Typical educational level might be:</td>
<td>First year students</td>
<td>2nd-3rd year students</td>
<td>Seniors and graduate students, students with prior work experience, students with certification or specialized training.</td>
</tr>
<tr>
<td>Minimum start pay</td>
<td>$7.25/hour</td>
<td>$8.15/hour</td>
<td>$11.40/hour</td>
</tr>
<tr>
<td>Typical jobs</td>
<td>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.</td>
<td>Secretary, data entry, computer technician, assistant, recreation leader, life guard, 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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.
APPLICABLE TO STUDENTS EMPLOYED IN 4025, 4028, 4029 – E-1SU

**NOTE:** Although the University’s fiscal year runs from July 1 through June 30, the Web Time Entry timesheets for the last pay period of the fiscal year are always due on June 15 by 11:59pm (or the date listed on the WTE Submission Schedule).

The dates shown below are employment periods.
Please refer to the Payroll Schedule for submission deadlines for E-1SU/EPAF actions.

<table>
<thead>
<tr>
<th>EMPLOYMENT PERIOD</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fiscal Year (4025, 4028, 4029)</td>
<td>June 16 **</td>
<td>June 15 **</td>
</tr>
<tr>
<td>Academic Year</td>
<td>August 16</td>
<td>May 15</td>
</tr>
<tr>
<td>Summer 1</td>
<td>May 16</td>
<td>June 15</td>
</tr>
<tr>
<td>Summer 2 (changing to new FY)</td>
<td>June 16</td>
<td>August 15</td>
</tr>
</tbody>
</table>

If summer semester is a student’s first term attending ODU, they may not be employed as a student employee during the summer semester.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAY 16 (summer 1)</th>
<th>TYPE OF E-1S</th>
</tr>
</thead>
<tbody>
<tr>
<td>(changing from Academic Year to Summer)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a student is:
Currently employed by you in 4025
Is enrolled for summer school at ODU for a minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits
Will be continuing to work for you

EPAF change for student hourly employees subject to WTE to continue
E-1SU for stipend students

If a student is:
Currently employed by you in 4025
Is NOT enrolled for summer school at ODU for a minimum of 6 credits
Is preregistered for Fall for a minimum of 6 credits

EPAF change for student hourly employees subject to WTE to continue
Students who are not registered for the minimum of six (6) credit hours (or who drop classes/withdraw so that enrollment drops below 6 credit hours) during the summer continue to be paid from 4025 but FICA is charged to budget – do a budget adjustment to 4999
E-1SU for stipend students

If a student is:
Currently employed by you in 4028/4029
Is enrolled for summer school at ODU for a minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits
Has accepted a SUMMER FEDERAL WORK STUDY AWARD
Is preregistered for Fall for a minimum of 6 credits

Notify CDS - EPAF change for student hourly employees subject to WTE

If a student is:
Currently employed by you in 4028/4029
Will NOT be working for you during the summer

NO ACTION REQUIRED UNLESS THEY WILL NO LONGER BE WORKING FOR YOU
## CRITERIA | TYPE OF E-1S

### June 16 (summer 2)
(Changing from old FY to new FY)
Submit E-1S forms for Summer, part 1 and Summer, Part 2 at the same time

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>TYPE OF E-1S</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL STUDENT EMPLOYEES employed in 4025, 4028, 4029 – continuing employees only</td>
<td>Complete EPAF change for 4025 student hourly employees subject to WTE or contact CDS for 4028/4029 so EPAF can be completed</td>
</tr>
<tr>
<td>Students may not be employed as student employees if summer is their first semester attending ODU.</td>
<td>E-1SU for stipend students (4025 only)</td>
</tr>
</tbody>
</table>

### August 16
(Changing from Summer to Academic Year)

If a student is:
- Currently employed by you in **4025**
- Is enrolled for the academic year at ODU for a **minimum of 6 credit hours**
- Will be continuing to work for you

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>TYPE OF E-1S</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPAF change</td>
<td></td>
</tr>
</tbody>
</table>

### CRITERIA | TYPE OF E-1S

If a student is:
- Currently employed as a Summer 4028/4029
- Is enrolled for Fall for a **minimum of 6 credits at ODU**
- Has accepted a **FEDERAL WORK STUDY AWARD for the academic year**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>TYPE OF E-1S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact CDS so EPAF change can be completed</td>
<td></td>
</tr>
</tbody>
</table>

If a student is:
- Currently employed by you for summer
- Will NOT be working for you during the academic year

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>TYPE OF E-1S</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPAF termination</td>
<td></td>
</tr>
</tbody>
</table>

When hiring NEW student hourly employees or stipend student employees, you must submit the E-1SU form by the deadline on the Payroll schedule.
This chart coincides with the information beginning on the next page and contains information for the entire year.

<table>
<thead>
<tr>
<th>Semester</th>
<th>EPAF Effective Date</th>
<th>EPAF End Date</th>
<th>EPAF Deadline</th>
<th>Factors</th>
<th>Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 08/25/YYYY</td>
<td>12/09/YYYY</td>
<td>08/15/YYYY</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Fall 09/10/YYYY</td>
<td>12/09/YYYY</td>
<td>09/03/YYYY</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Fall 09/25/YYYY</td>
<td>12/09/YYYY</td>
<td>09/10/YYYY</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Fall 10/10/YYYY</td>
<td>12/09/YYYY</td>
<td>10/02/YYYY</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Fall 10/25/YYYY</td>
<td>12/09/YYYY</td>
<td>10/16/YYYY</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fall 11/10/YYYY</td>
<td>12/09/YYYY</td>
<td>10/31/YYYY</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fall 11/25/YYYY</td>
<td>12/09/YYYY</td>
<td>11/17/YYYY</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>EPAF Effective Date</th>
<th>EPAF End Date</th>
<th>EPAF Deadline</th>
<th>Factors</th>
<th>Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall* 08/25/YYYY</td>
<td>12/24/YYYY</td>
<td>08/15/YYYY</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Fall* 09/10/YYYY</td>
<td>12/24/YYYY</td>
<td>09/03/YYYY</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Fall* 09/25/YYYY</td>
<td>12/24/YYYY</td>
<td>09/10/YYYY</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Fall* 10/10/YYYY</td>
<td>12/24/YYYY</td>
<td>10/02/YYYY</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Fall* 10/25/YYYY</td>
<td>12/24/YYYY</td>
<td>10/16/YYYY</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Fall* 11/10/YYYY</td>
<td>12/24/YYYY</td>
<td>10/31/YYYY</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fall* 11/25/YYYY</td>
<td>12/24/YYYY</td>
<td>11/17/YYYY</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fall* 12/10/YYYY</td>
<td>12/24/YYYY</td>
<td>12/03/YYYY</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>EPAF Effective Date</th>
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<th>EPAF Deadline</th>
<th>Factors</th>
<th>Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 12/25/YYYY</td>
<td>03/09/YYYY</td>
<td>12/18/YYYY</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Spring 01/10/YYYY</td>
<td>05/09/YYYY</td>
<td>01/03/YYYY</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Spring 01/25/YYYY</td>
<td>05/09/YYYY</td>
<td>01/17/YYYY</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Spring 02/10/YYYY</td>
<td>05/09/YYYY</td>
<td>02/04/YYYY</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Spring 02/25/YYYY</td>
<td>05/09/YYYY</td>
<td>02/18/YYYY</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Spring 03/10/YYYY</td>
<td>05/09/YYYY</td>
<td>03/04/YYYY</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Spring 03/25/YYYY</td>
<td>05/09/YYYY</td>
<td>03/19/YYYY</td>
<td>3</td>
<td>3</td>
<td></td>
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<tr>
<td>Spring 04/10/YYYY</td>
<td>05/09/YYYY</td>
<td>04/04/YYYY</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Spring 04/25/YYYY</td>
<td>05/09/YYYY</td>
<td>04/18/YYYY</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>EPAF Effective Date</th>
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<th>EPAF Deadline</th>
<th>Factors</th>
<th>Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session 1 03/10/YYYY</td>
<td>06/09/YYYY</td>
<td>05/02/YYYY</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Summer Session 1 05/25/YYYY</td>
<td>06/09/YYYY</td>
<td>05/16/YYYY</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
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<th>Factors</th>
<th>Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session 2 06/10/YYYY</td>
<td>08/24/YYYY</td>
<td>06/03/YYYY</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Summer Session 2 06/25/YYYY</td>
<td>08/24/YYYY</td>
<td>06/18/YYYY</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Summer Session 2 07/10/YYYY</td>
<td>08/24/YYYY</td>
<td>06/27/YYYY</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Summer Session 2 07/25/YYYY</td>
<td>08/24/YYYY</td>
<td>07/16/YYYY</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Summer Session 2 08/10/YYYY</td>
<td>08/24/YYYY</td>
<td>07/31/YYYY</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>EPAF Effective Date</th>
<th>EPAF End Date</th>
<th>EPAF Deadline</th>
<th>Factors</th>
<th>Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year** 08/25/YYYY</td>
<td>03/09/YYYY</td>
<td>08/15/YYYY</td>
<td>17</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

* Note: A Grad Assistant can be employed through December 24th, if the department wants to pay them over the Holiday.

** Note: Grad Assistants can be entered for the full academic year via 1 EPAF

Factors and Pays are always the same.
APPLICABLE TO GRADUATE ASSISTANTS EMPLOYED IN 4022/4122 AND 4023/4123 ONLY

Use the E-1SG to hire graduate assistants.

All graduate students employed in 4022/4122 and 4023/4123 must be attending ODU for the required minimum number of credit hours EACH semester they are employed. Check the Payroll schedule for the dates E-1SG forms must be submitted for the periods shown.

Once graduate assistants are placed on payroll, they automatically receive a paycheck until the date specified on the E-1SG. Departments must review the departmental check register (which includes employees on direct deposit) to ensure that graduate assistants (4022, 4023, 4122, 4123) are still employed in the department. It is the department’s responsibility to process terminations timely.

****NOTE: Graduate students are paid on a (salaried) full time payroll schedule. For payroll purposes only, the University’s fiscal year runs from June 10th through June 9th. Please refer to the Payroll Schedule for additional information.

### EMPLOYMENT PERIODS

<table>
<thead>
<tr>
<th>Employment Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer, part 1</td>
<td>May 10</td>
<td>June 9</td>
</tr>
<tr>
<td>Graduate Student Fiscal Year (4022, 4023, 4122, 4123)</td>
<td>June 10 ****</td>
<td>June 09 ****</td>
</tr>
</tbody>
</table>

**Departments may choose to employ a graduate assistant for the full academic year.**

<table>
<thead>
<tr>
<th>Employment Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Academic Year</td>
<td>August 25</td>
<td>May 9</td>
</tr>
</tbody>
</table>

**Departments may choose to employ a graduate assistant by semester.**

<table>
<thead>
<tr>
<th>Employment Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 25</td>
<td>December 9 OR December 24 (if you want the grad asst paid over the holiday)</td>
</tr>
<tr>
<td>Spring</td>
<td>December 10 or 25</td>
<td>May 9</td>
</tr>
<tr>
<td>Summer, part 1</td>
<td>May 10</td>
<td>June 9</td>
</tr>
<tr>
<td>Summer, part 2 (Changing to new FY)</td>
<td>June 10</td>
<td>August 24</td>
</tr>
</tbody>
</table>

**Effective date of August 25**

(New Grad Assistants or Changing from Summer to Academic Year – Full Academic Year or Fall)

<table>
<thead>
<tr>
<th>ALL GRADUATE STUDENTS to be employed in 4022/4122 and 4023/4123</th>
<th>Enrolled for the required minimum credit hours</th>
<th>Will be continuing to work for you as a graduate assistant during the full academic year or fall semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is for the period August 25 – May 9 for the full academic year</td>
<td>This is for the period August 25 - December 9 or December 24 (depending on whether you want your grad assistant paid over the holiday) – fall semester</td>
<td></td>
</tr>
<tr>
<td>New hires – complete a new E-1SG Sections I, II, III, IV, VII</td>
<td>Rehire EPAF</td>
<td></td>
</tr>
</tbody>
</table>

### EMPLOYING STUDENTS

#### Effective date of December 10 or December 24 (Spring)
(Depending on whether your grad assistant was paid over the holiday)

<table>
<thead>
<tr>
<th>ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123 – for those graduate students who are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently employed by you (4022,4023,4122,4123)</td>
</tr>
<tr>
<td>Enrolled at ODU for the minimum credit hours</td>
</tr>
<tr>
<td>Will be continuing to work for you as a graduate assistant during the spring</td>
</tr>
</tbody>
</table>

- This is for the period December 10 – May 9 or December 25 – May 9
- Rehire EPAF
- New hires – complete a new E-1SG Sections I, II, III, IV, VII

#### Effective date of May 10 (Summer, part 1)

<table>
<thead>
<tr>
<th>ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4133 – for those graduate students who are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently employed by you (4022,4023,4122,4123)</td>
</tr>
<tr>
<td>Enrolled at ODU for a minimum credit hours</td>
</tr>
<tr>
<td>Will be continuing to work for you as a graduate assistant during the spring</td>
</tr>
<tr>
<td>Pre-registered for Fall for the minimum required graduate credit hours (see fall/spring)</td>
</tr>
</tbody>
</table>

- This is for the period May 10 – June 9
- Rehire EPAF
- New hires – complete a new E-1SG Sections I, II, III, IV, VII

#### Effective date of June 10 (Summer, part 2)
(Changing to new payroll fiscal year)

<table>
<thead>
<tr>
<th>ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123 – for those graduate students who are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently employed by you (4022,4023,4122,4123)</td>
</tr>
<tr>
<td>Enrolled at ODU for a minimum credit hours</td>
</tr>
<tr>
<td>Will be continuing to work for you as a graduate assistant during the summer</td>
</tr>
<tr>
<td>Pre-registered for Fall for the minimum required graduate credit hours (see fall/spring)</td>
</tr>
</tbody>
</table>

- This is for the period June 10 - August 24
- Rehire EPAF
- New hires – complete a new E-1SG Sections I, II, III, IV, VII

When hiring NEW graduate assistants, you must submit the E-1SG form by the deadline on the Payroll schedule.

Once graduate assistants are on payroll, they receive paychecks until the end date on the E-1SG or the EPAF. It is the department’s responsibility to submit terminations timely to avoid overpayment.
TAX INFORMATION

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 Income Tax Withholding Exemption Certificate, on file for each employee. However, if the employee does not submit tax forms, the IRS requires that taxes be withheld at the single rate with zero withholding allowances. This is the highest withholding rate. Withholding forms (please be sure to use current year withholding forms) need to be submitted at the time of original hire and do not need to be submitted again unless there are changes OR the employee claims “exempt” from withholding.

Failure to submit W-4 or VA-4 - Employees need to understand that if they do not submit completed W-4 and/or VA-4 withholding forms, the Internal Revenue Service (IRS) requires Old Dominion University to withhold taxes at the highest rate, which is single with no withholding allowances. Furthermore, Old Dominion University cannot repay any of the tax previously withheld. The Old Dominion University Payroll Office cannot change the tax withholding status of an employee until Payroll receives new tax withholding forms or corrected forms, whichever applies.

Employee’s Withholding Allowance Certificate (Form W-4)
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If an employee does not submit tax forms, the IRS requires that taxes be withheld at the single rate with zero withholding allowances.


Employee’s Virginia Income Tax Withholding Exemption Certificate (Form VA-4)
Use this form to notify your employer whether you are subject to Virginia income tax withholding and out many exemptions you are allowed to claim. You must file this form with your employer when your employment begins. If you do not file this form, your employer must withhold Virginia income tax as if you had no exemptions.


When to Submit Tax Forms

Original hire – submit withholding forms for all new hires
Withholding changes – submit new withholding forms if there are changes in withholding exemptions
Maintaining exempt status – submit new withholding forms each year

When submitting VA-4 and W-4 forms, please be sure to use current year forms.

The Payroll Office cannot give advice on what filing status to declare or the number of allowances to claim. Students should consult a tax advisor or the IRS for that type of assistance. Students are not exempt from federal or state taxes because of their student status. However, they may be exempt
from FICA withholding (Social Security and Medicare) as long as they are enrolled and regularly attending classes for the required number of credit hours at the University.

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 the employee does not submit a new W-4 and/or VA-4, his/her tax status will be changed to withhold tax at the single rate with zero withholding allowances.

A student can refer to the instructions for line 3 on the VA-4 (Employee's Virginia Income Tax withholding Exemption Certificate) to see if s/he is subject to withholding for Virginia income tax. A student should read line 7 on the W-4 (Federal Employee Withholding Allowance Certificate) to see if s/he can claim exempt status for federal withholding.

International students on non-immigrant visas are exempt from social security taxes until they become tax residents of the United States. Once they are tax residents, they qualify for the social security tax exemption if they are enrolled in at least six (6) credit hours. International students are required to complete new tax forms for Payroll each year in VISA (ext. 4756) to determine their tax status.

W-4 Completion. The following information must be completed (PRINTED CLEARLY AND LEGIBLY IN INK) on the W-4 (Employee's Withholding Allowance Certificate) for federal taxes:

1. NAME and HOME ADDRESS
2. SOCIAL SECURITY NUMBER
3. FILING STATUS
4. If your last name differs from that on your social security card, check here and call 1-800-772-1213 for more information
5. TOTAL NUMBER OF ALLOWANCES (leave blank if claiming EXEMPT from withholding)
6. ADDITIONAL AMOUNT TO BE withheld EACH PAYCHECK (leave blank if claiming EXEMPT from withholding)
7. COMPLETE THIS BOX WITH THE WORD "EXEMPT" ONLY IF YOU ARE EXEMPT FROM WITHHOLDING

NOTE: Advise students that they should complete lines 5 and 6 OR line 7. Completing lines 5, 6, AND 7 will result in the form being returned for resubmission. Also, if they complete only line 6, the form will be returned for resubmission since they have not indicated the number of withholding allowances.

Once the form is completely filled out, the student must SIGN (in ink) and DATE in the space provided. °° -- remember, IN INK

8. LEAVE BLANK
9. LEAVE BLANK
10. LEAVE BLANK
**VA-4 Completion.** The following information must be completed (PRINTED CLEARLY AND LEGIBLY IN INK) on the VA-4 (Employee's Virginia Income Tax Withholding Exemption Certificate) for state taxes:

- **SOCIAL SECURITY NUMBER**
- **NAME**
- **STREET ADDRESS**
- **CITY, STATE, ZIP CODE**

Complete the applicable lines (line 1a, 1b, 1c; line 2, line 3)

**Line 1** - NUMBER OF EXEMPTIONS CLAIMED (leave blank if claiming EXEMPT from withholding) – line 1a is the total personal exemptions (line 4 of the personal exemption worksheet), line 1b is the subtotal of exemptions for age and blindness (line 7 of personal exemption worksheet), line 1c is the total exemptions (line 8 of the personal exemption worksheet)

**Line 2** - ADDITIONAL WITHHOLDING REQUESTED (leave blank if claiming EXEMPT from withholding)

**Line 3** - IF EXEMPT FROM VIRGINIA WITHHOLDING, CHECK THIS LINE


**SIGNATURE (IN INK)**

**DATE**

**NOTE:** Advise employees that they should complete lines 1 and 2 OR line 3 or 4. Completing lines 1, 2, **AND** 3 or 4 will result in the form being returned for resubmission. Also, remind them that if they complete line 2 only, the form will be returned for resubmission because they did not provide the number of withholding allowances.

**Incorrectly Completed Tax Forms**

If incorrectly prepared or incomplete VA-4 or W-4 forms are received for processing, the Payroll Office will send the employee a memorandum requesting corrected tax forms (see sample memo). Until the Payroll Office receives corrected tax forms, the employee will be taxed at the single rate with zero withholding allowances. The withholding status will be changed only upon receipt of corrected forms by the Payroll Office. The VA-4 and W-4 forms **must be current year** forms and cannot be photocopies or FAX's. **Tax withholding forms must contain original signatures in ink.**

**Non-Resident Alien Employees**

*International students are required to complete new tax forms each year* in Visa and Immigration Services Advising (VISA, ext. 4756) to determine their tax status. International students on non-immigrant visas are exempt from social security taxes **until they become tax residents of the United States.** Once they are tax residents, they qualify for the social security tax exemption if they are enrolled in at least six (6) credit hours.
SAMPLE VERBIAGE OF MEMO SENT TO INDIVIDUALS WHEN TAX FORMS ARE COMPLETED INCORRECTLY.

After completing an audit of your income tax withholding forms, we are unable to process your forms as submitted. Blank withholding forms are enclosed for you to complete if necessary. Corrections are noted below.

_____ You have left lines 5 and 6 or line 7 blank on your W-4 form. Please resubmit your W-4 form after completing EITHER lines 5 and 6 OR line 7. Complete line 7 only if you are claiming exemption from federal withholding.

_____ You have completed lines 5, 6 and 7 on your W-4 form. Please resubmit your W-4 form after completing EITHER lines 5 and 6 OR line 7. Complete line 7 only if you are claiming exemption from federal withholding.

_____ You have left lines 1 and 2 or line 3 blank on the BOTTOM of your VA-4 form. Please resubmit your VA-4 form after completing EITHER lines 1 and 2 OR line 3. Complete line 3 only if you are claiming exemption from state withholding.

_____ You have completed lines 1, 2 and 3 on the BOTTOM of your VA-4 form. Please resubmit your VA-4 form after completing EITHER lines 1 and 2 OR line 3. Complete line 3 only if you are claiming exemption from state withholding.

_____ Please resubmit the attached form after completing the highlighted area.

_____ Other:

_____ You have checked the box for number 4 on the bottom of the VA-4 form, certifying that you are not subject to Virginia withholding under the Service Member Civil Relief Act as amended by the Military Spouses Residency Relief Act and must attach a copy of your spousal military identification card. Please line 4 instructions on the back of the VA-4 Form.

Please return your corrected tax forms to:

Old Dominion University  
Payroll Department  
Spong Hall  
5255 Hampton Boulevard  
Norfolk, VA 23529-0048

Please note that until the Payroll Office receives your corrected tax forms, we are required to withhold payroll taxes at the maximum (single, 0 exemptions) rate or if you have filed tax forms with us in the past, the withholding will continue to reflect your previously submitted tax forms. Forms filed claiming exempt status must be renewed each calendar year or withheld taxes will be withheld at the maximum rate. Please note that no refunds for excess taxes withheld can be processed by the Payroll Office.

If you have any questions about your tax withholding, please contact the Payroll Office at 757-683-XXXX.

Sincerely,

Payroll Processor
The Payroll Schedule (see sample) can be found on the Office of Finance web site. A new schedule is posted for each calendar year. The Payroll Schedule shows important information and deadlines:

- **PR #** = Reference number for payroll (crosswalk Banner charges with source documents)
- **Employee type** = hourly or salaried
- **Pay periods**
  - **Hourly Wage/Student Hourly employees** (paid via submission of timesheet – refer to WTE Submission Schedule for timesheet due dates)
    - students = 4025, 4028, 4029
    - hourly = 4021
    - adjunct = 4027, 4031
  - 1st - 15th
  - 16th – last day of the month
  - **Salaried** (refer to WTE Submission Schedule for timesheet due dates)
    - Classified, faculty, faculty admin
    - students = 4022, 4122, 4023, 4123 only
  - 10th – 24th
  - 25th – 9th
  - **E-1SU or E-1SG due in E-1S Processing/E-1due in HR – EPAF pay actions due**
  - **PT faculty/salaried changes to AA/HR**
  - **Approver deadlines**
  - **Paydate**
  - **Divided by quarters – crosses fiscal years**
EMPLOYING STUDENTS

TO ACCESS THE CURRENT PAYROLL SCHEDULE, VISIT THIS WEB PAGE

http://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule
<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>Pay Period</th>
<th>E-1 Due in HR/15</th>
<th>E-11 Due in E-11 Processing</th>
<th>PT Fac (4027)/Higher Ed Last (4031) Approve intra/payroll forms &amp; initiated changes</th>
<th>SUN To Acad Affairs</th>
<th>SUN To Human Resources</th>
<th>Web Time Entry Leave &amp; Timesheets Approve Deadlines</th>
<th>Paydate</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>HELY</td>
<td>DEC 16 - DEC 31</td>
<td>DEC 10**</td>
<td>DEC 10</td>
<td>JAN 05</td>
<td>JAN 14</td>
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<td></td>
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<tr>
<td>111</td>
<td>HELY</td>
<td>JAN 10 - JAN 14</td>
<td>JAN 17</td>
<td>JAN 11</td>
<td>JAN 14</td>
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<td></td>
<td></td>
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<tr>
<td>112</td>
<td>HELY</td>
<td>JAN 15 - JAN 18</td>
<td>JAN 06</td>
<td>JAN 06</td>
<td>JAN 16</td>
<td>JAN 16</td>
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<td></td>
<td></td>
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<tr>
<td>112</td>
<td>HELY</td>
<td>JAN 19 - JAN 22</td>
<td>JAN 06</td>
<td>JAN 10</td>
<td>JAN 16</td>
<td>JAN 16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>HELY</td>
<td>MAR 01 - MAR 14</td>
<td>MAR 08</td>
<td>MAR 14</td>
<td>MAR 16</td>
<td></td>
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</tr>
<tr>
<td>132</td>
<td>HELY</td>
<td>MAR 15 - MAR 18</td>
<td>MAR 14</td>
<td>MAR 16</td>
<td>MAR 16</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**First Quarter, Ending March 31, 2016**

**Second Quarter, Ending June 30, 2016**

**Third Quarter, Ending September 30, 2016**

**Fourth Quarter, Ending December 31, 2016**

*Old Dominion University -- Payroll Schedule 2016*

*Note: This schedule is subject to change without notice. It is intended for informational purposes only and may not reflect the final payroll dates. Always consult the latest payroll schedule for the most accurate information.*
### OLD DOMINION UNIVERSITY -- EXTERNAL PAYROLL SCHEDULE

**FIRST QUARTER, ENDING MARCH 31, 2016**

<table>
<thead>
<tr>
<th>PR #</th>
<th>Emp Type</th>
<th>Pay Period</th>
<th>E-1's Due (HR/ E-15)</th>
<th>PT Pac (4027)/Higher Ed Amt (4031)</th>
<th>Ltr/payroll forms &amp; Salaries changes DUE</th>
<th>To Acad Affairs</th>
<th>To Human Resources</th>
<th>Web Time Entry Leave &amp; Timesheets Approval Deadline By 10 AM*</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>HRLY SAL</td>
<td>DEC 16-31</td>
<td>DEC 10**</td>
<td>DEC 10</td>
<td>DEC 11</td>
<td>DEC 17</td>
<td>JAN 05</td>
<td>JAN 11</td>
<td>JAN 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DEC 25 - JAN 09</td>
<td>DEC 11</td>
<td>DEC 11</td>
<td>DEC 11</td>
<td>DEC 17</td>
<td>JAN 05</td>
<td>JAN 11</td>
<td>JAN 14</td>
</tr>
<tr>
<td>112</td>
<td>HRLY SAL</td>
<td>JAN 01-15</td>
<td>DEC 18**</td>
<td>DEC 17</td>
<td>DEC 21</td>
<td>JAN 13</td>
<td>FEB 01</td>
<td>FEB 10</td>
<td>FEB 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JAN 10-24</td>
<td>JAN 17</td>
<td>JAN 14</td>
<td>JAN 18</td>
<td>FEB 01</td>
<td>FEB 10</td>
<td>FEB 16</td>
<td>FEB 16</td>
</tr>
<tr>
<td>121</td>
<td>HRLY SAL</td>
<td>JAN 16-31</td>
<td>JAN 12**</td>
<td>JAN 12</td>
<td>JAN 13</td>
<td>JAN 18</td>
<td>FEB 01</td>
<td>FEB 10</td>
<td>FEB 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JAN 25 - FEB 09</td>
<td>JAN 12</td>
<td>JAN 14</td>
<td>JAN 18</td>
<td>FEB 01</td>
<td>FEB 10</td>
<td>FEB 16</td>
<td>FEB 16</td>
</tr>
<tr>
<td>122</td>
<td>HRLY SAL</td>
<td>FEB 01-15</td>
<td>JAN 22**</td>
<td>JAN 22</td>
<td>JAN 26</td>
<td>FEB 08</td>
<td>FEB 16</td>
<td>FEB 25</td>
<td>MAR 01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FEB 10-24</td>
<td>FEB 04</td>
<td>FEB 04</td>
<td>FEB 08</td>
<td>FEB 16</td>
<td>FEB 16</td>
<td>FEB 25</td>
<td>MAR 01</td>
</tr>
<tr>
<td>131</td>
<td>HRLY SAL</td>
<td>FEB 16-28</td>
<td>FEB 05**</td>
<td>FEB 05</td>
<td>FEB 11</td>
<td>MAR 10</td>
<td>MAR 16</td>
<td>MAR 16</td>
<td>MAR 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FEB 25-MAR 09</td>
<td>FEB 18</td>
<td>FEB 16</td>
<td>FEB 11</td>
<td>MAR 10</td>
<td>MAR 16</td>
<td>MAR 16</td>
<td>MAR 16</td>
</tr>
<tr>
<td>132</td>
<td>HRLY SAL</td>
<td>MAR 01-15</td>
<td>FEB 19**</td>
<td>FEB 19</td>
<td>MAR 04</td>
<td>MAR 16</td>
<td>MAR 31</td>
<td>MAR 31</td>
<td>MAR 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAR 10-24</td>
<td>MAR 25</td>
<td>MAR 25</td>
<td>MAR 04</td>
<td>MAR 16</td>
<td>MAR 31</td>
<td>MAR 31</td>
<td>MAR 31</td>
</tr>
</tbody>
</table>

Notes: **Lates and Timesheets must be submitted to Approver by 5:00 p.m. on last day of pay period.** ***Faculty (4021) and undergraduate student (4025, 4039, 4039) EPAP/Eta deadline; G = graduate student (4022, 4032, 4032) EPAP/Eta deadline.*** Hours for a portion of these pay periods will need to be estimated and submitted early.
EMPLOYING STUDENTS

WTE SUBMISSION SCHEDULE

The WTE Submission Schedule (see sample) can be found on the Office of Finance web site. A new schedule is posted for each calendar year. The WTE Submission Schedule shows important information and deadlines:

- Pay ID
  - PT – Part Time
  - FT – Full Time
- Payroll Number (crosswalk to the Payroll Schedule for other deadlines)
- Pay Periods
- WTE Employee Deadline for WTE Timesheet submission
- WTE Approver Deadline for WTE Timesheet approval
- Scheduled Pay Date

SAMPLE SECTION – The full Web Time Entry (WTE) Submission Schedules (WTE Faculty Leave Report Submission Schedule and the WTE Submission Schedule for classified, hourly employees, and student hourly employees) are posted on the Office of Finance web site. The WTE Submission Schedule contains dates for timesheet submission only. Refer to the Payroll Schedule for hiring paperwork/EPAF submission deadlines.
MANAGING THE PAYROLL PROCESS

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. To achieve our mission, we must receive timely, complete, and correct information from the University community.

BANNER 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 timesheets, time and attendance forms, leave activity forms, and leave reports. Old Dominion University follows a semi-monthly payroll schedule for paying all employees, including hourly types of employees.

**EMPLOYEE DEADLINES**

In order for an employee to be paid each pay period, it is critical that timesheets be submitted by the specified deadlines.

**Hourly Wage/Student Hourly Employees** – must submit timesheets to supervisors by 11:59PM on the last day worked in the pay period.

Pay Periods for Hourly Wage/Student Hourly Employees
- 1st – 15th (pay on the 1st)
- 16th – 31st or last day of the month (pay on the 16th)

**Salaried Employees** – must submit timesheets to supervisors by 11:59pm on the last day worked in the pay period.

Pay Periods for Salaried Employees, including graduate assistants
- 10th – 24th (pay on the 1st)
- 25th – 9th (pay on the 16th)

**OVERTIME PAY**

For all types of employees, an employee must have physically worked 40 hours during the week to be eligible to receive overtime pay. With Web Time Entry, the system performs a “look back” at the previous pay period when a work week crosses two pay periods. If more than 40 hours were worked in a work week, overtime is calculated automatically. See instructions for entering additional hours worked for the specific employee type (hourly wage and classified non-exempt). Unless an exception has been requested and approved, students should not generally be working more than 20 hours per week.
COMPLETING AND SUBMITTING WEB TIMESHEETS
Student Hourly Employees (4025, 4028, 4029)

Student hourly wage employees must complete a Web Timesheet containing the actual number of hours worked each day during the pay period. Enter all hours worked. If more than 40 hours were worked in a work week, the system calculates overtime automatically. **No automatic paycheck can be issued unless the Web Timesheet is submitted via Web Time Entry.**

**Employee Deadline** - Web Timesheets must be submitted on the last day worked in the pay period **OR no later than 11:59pm on the deadline shown on the WTE submission schedule.**

When a full hour is not worked, the partial hour should be recorded in the Web Timesheet according to the reporting increments in the table below.

### PAYROLL OFFICE
### REPORTING INCREMENTS

<table>
<thead>
<tr>
<th>Period Worked</th>
<th>Reporting Increments</th>
<th>Period Worked</th>
<th>Reporting Increments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 min – 2 min, 59 sec</td>
<td>Disregard</td>
<td>33 min – 38 min, 59 sec</td>
<td>.6</td>
</tr>
<tr>
<td>3 min – 8 min, 59 sec</td>
<td>.1</td>
<td>39 min – 44 min, 59 sec</td>
<td>.7</td>
</tr>
<tr>
<td>9 min – 14 min, 59 sec</td>
<td>.2</td>
<td>45 min – 50 min, 59 sec</td>
<td>.8</td>
</tr>
<tr>
<td>15 min – 20 min, 59 sec</td>
<td>.3</td>
<td>51 min – 56 min, 59 sec</td>
<td>.9</td>
</tr>
<tr>
<td>21 min – 26 min, 59 sec</td>
<td>.4</td>
<td>57 min – 60 min</td>
<td>1 (one) hour</td>
</tr>
<tr>
<td>27 min – 32 min, 59 sec</td>
<td>.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documentation is available on the Office of Finance web site under Payroll Banner Web Time Entry at the following link (screenshot on the following page):

EMPLOYING STUDENTS

What is Web Time Entry?
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 timesheets. Time and attendance forms, leave activity forms, and leave reports. George Mason University follows a semi-monthly payroll schedule for paying all employees, including hourly types of employees.

It is a violation of the Standards of Conduct to falsify, alter or deliberately fail to submit a Web Time Entry timesheet.

Identified employees, hourly wage employees, and student hourly wage employees (including Work Study employees) must submit a WTE timesheet each pay period in order to be paid on time.

Faculty with teach or report issues must submit Leave Requests via Web Time Entry per the Leave Requests submission schedule.

Faculty, adjunct faculty, graduate assistants, 10-month faculty not on USIP, and 10-month faculty not eligible for annual leave are not affected by Web Time Entry.

Access & Security
Supervisors and principals approving time worked or leave taken for their employees require additional security.

WTE Submission Deadline Calendar
In order for employees to be paid each pay period, it is critical that timesheets be submitted and approved by the published deadlines.

Documentation/Training
LED Online
LED Online is a secure, web-based self-service tool designed to allow students, faculty, and staff access to the tools and information required for doing business with the University, including registration, grades, and access to records associated with academic progress and employment.

Manual Timesheets
If timesheets are not submitted by the published deadlines, employees must submit a manual timesheet.

Submitting Timesheets & Leave Reports
Each employee type must follow the appropriate guidelines for submitting time sheets.

Late Timesheets/Corrections
If timesheets need to be returned for correction or they are late, you may need to do a manual timesheet.
OLD DOMINION UNIVERSITY
Quick Reference for Employee Self Service
Time Entry – Student Employees

2. Click on Enter Leo Online News and Secure Area; scroll down and Click on Enter Secure Area.
3. Login using your MIDAS ID and PASSWORD. Click LOGIN. If you need assistance with your MIDAS ID or PASSWORD, contact Information Technology Services (ITS) at 757-683-3192.
4. Click the link labeled EMPLOYEE and then click TIMESHEET.
5. Choose the appropriate pay period from the drop down menu. If you have more than one job, they will be listed separately on the left side of the screen (See the Student User Guide for instructions for entering time for multiple jobs). Choose the appropriate job and pay period. You will need to complete a separate timesheet for each job worked. Click TIME SHEET.
6. Click on ENTER HOURS in the column for the date in which you have worked to enter time.
7. In the HOURS field, enter the appropriate hours. Click SAVE.
8. Repeat Steps 6 and 7 for each day displayed on the screen. Note: The week displayed on the screen may not begin with Sunday. To continue entering hours for the remaining days in the pay period, click NEXT.
   OPTIONAL: Click COMMENTS to enter additional information for your supervisor/approver. After entering your comments, click SAVE. Click PREVIOUS MENU to return to the time sheet.
9. When you have completed your timesheet for the entire pay period, click PREVIEW to review accuracy of time entered. If changes are needed or to submit your timesheet, click PREVIOUS MENU. Make appropriate changes. Once all your changes are complete and you are satisfied that you have entered all hours correctly, click SAVE.
   NOTE: Only submit at the end of the pay period and after all necessary changes have been made. Once submitted, you will not be able to edit your entries. Click SUBMIT FOR APPROVAL.
   OPTIONAL: To print a copy of your time sheet, click PREVIEW/FI LE/PRINT.
10. Click EXIT in the upper right hand corner of your screen to log off.
Hourly Wage/Student Hourly (4021 - 4025, 4028, 4029) Manual Timesheet Forms must be completed in the following situations:

- **Late hiring paperwork (E-ISU).** Should be accompanied by the Manual Payroll Check Request Form if you want the employee to be paid on the scheduled pay date.

- **Late WTE timesheet** – Explanation required.
  
  o **Timesheets not started before the WTE approver deadline should be submitted to Payroll ASAP.** Payroll staff will contact the department if a Manual Payroll Check Request is required.

  o **Timesheets not submitted during the normal pay cycle** should be submitted to Payroll immediately. A Manual Payroll Check Request Form must accompany the timesheet if you want the employee to be paid prior to the next scheduled pay date.

  o **Timesheet not approved by supervisor/proxy** – No manual timesheet required. No Manual Payroll Check Request Form required. The employee is paid as scheduled. Refer to *Late Timesheets* in the Supervisors and Proxies section for full information about late timesheets.

- **Other reason** – Explanation required.

  - **Correction to original submission** made through Web Time Entry. You must attach a copy of the *original* Web Time Entry Timesheet - **REQUIRED.**

  - **Corrections to Web Time Entry submission should be made only after the approval deadline has passed, and the web timesheet has been submitted by the employee and approved by the approver.**

  - The Hourly Wage/Student Hourly Wage Employee Manual Timesheet is available on the Office of Finance web site under Faculty/Staff Forms.

  - Complete personal, pay period, and departmental information requested on the timesheet.

  - Under the *Work Hours* section, Enter **only the corrected hours** hours worked on the appropriate days.

  - In the section *Reason for Manual Timesheet Submission*, click “correction to original submission.”
In the Explanation field, give each date that was changed, added, or deleted and the number of hours.

Ensure that all appropriate signatures and dates are on the manual timesheet.

Attach a copy of the original Web Time Entry timesheet from LeoOnline to the Manual Timesheet.

Submit the information to Payroll as soon as the error is discovered.

Instructions for completing and submitting an hourly wage manual timesheet form:

- Manual forms are in Microsoft Excel format and include drop-down menus for pay periods and calendar year (see screen shot of sample form next page)
- ALL fields must be complete/correct including name, department, UIN, position number, and contact number
- Documented reasons for use of a manual form are required
- Signatures and dates are mandatory
- Submit the Manual Payroll Check Request Form when required.

To avoid processing delays, if the manual timesheet is submitted with a Manual Check Request Form, both documents should be hand-delivered to a Payroll staff member.

- Manual timesheets for Work Study students (4028) must be forwarded to the Career Development Services, 2202 Webb University Center, for processing.
EMPLOYING STUDENTS


Old Dominion University/Payroll - Manual Timesheet Form

Hourly Wage/Student Hourly Employees

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Mar 16-31 Calendar Year</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UIN:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Budget:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Phone:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Work Hours**

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours worked</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
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<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>0</td>
</tr>
</tbody>
</table>

If you worked more than 40 hours in a work week, the Budget Unit Director is REQUIRED to sign this timesheet.

- PAYROLL USE ONLY -
  - Calculated Overtime Hours

Enter the actual hours worked. Additional pay calculated automatically.

Reason for Manual Timesheet Form Submission - REQUIRED

Please select a reason from the list

- Original timesheet never submitted because (please explain)
- Correction to original submission (copy attached)
- Other Reason (please explain)

Be sure to document the reason for using the manual timesheet - be sure to include the Manual Payroll Check Request Form.

CERTIFICATION AND APPROVAL

Employee: I hereby certify that this report correctly reflects all time worked by me for the pay period.
Immediate Supervisor: I hereby certify the accuracy of the position number, the regular hours of work.
Budget Unit Director: I authorize the Payroll department to pay the total overtime hours listed.

Employee Signature & Date
Immediate Supervisor Signature & Date
Budget Unit Director Signature & Date

3/30/2005
COMPLETING AND SUBMITTING WEB TIMESHEETS
Supervisors and Proxies

If you supervise hourly, student hourly or classified employees, you or your proxy are required to approve timesheets EACH pay period.

**Deadlines**

Time sheets must be approved and submitted to Payroll by 10:00am on the first business day after the pay period ends. Please review the WTE submission schedule/payroll schedule for actual due dates and times.

**Hourly Wage/Student Hourly Employees** (4021 – 4025, 4028, 4029) – This typically will be 10:00am on the 16\textsuperscript{th} or 1\textsuperscript{st}.

**Classified Employees** (Exempt and Non-Exempt) – This typically will be 10:00am on the 10\textsuperscript{th} and the 25\textsuperscript{th}.

If these dates fall on a University holiday or weekend, timesheets will be due to Payroll by 10:00am on the next University working day.

A supervisor (approver) or a proxy can see an employee’s timesheet, leave balances (for classified employees), and reported hours only. Neither the approver nor the proxy can see any other information about the employee.

**Timesheets Returned for Correction/Timesheets Changed**

- The Approver or Proxy **must notify** the employee when a timesheet is returned for correction. Speak directly with the employee or send him/her a brief e-mail.

- The Approver or Proxy **must notify** the employee when he or she makes a change to the employee’s timesheet, and the approver must document the changes in the comment section of the time sheet.

- The Approver or Proxy **must verify all hours** entered and ensure any necessary corrections are made **prior** to approving the timesheet.

**DESIGNATING A PROXY - CRITICAL**

Supervisors are designated as the Approver in Banner. Supervisors are responsible for approving timesheets each pay period. In addition, supervisors are responsible for setting up Proxies who can approve timesheets in their absence.

- Approvers must set up at least one Proxy to approve timesheets in their absence.
EMPLOYING STUDENTS

- A proxy assumes your approval power.
- A proxy should be a full-time budgeted employee within your organization.
- A proxy should be at a position level equal to or higher than your position.

- Neither Human Resources nor the Payroll Office can set up a proxy for an approver.

- **The Proxy must have been issued the same security set-up (budget codes and Employee types) as the Approver in order to approve time or leave.**

- A proxy should **ONLY** approve time when requested to do so by the Primary Approver.

- You should notify the proxy when you need them to approve timesheets/leave reports on your behalf.

- A proxy must never approve his/her own timesheet/leave report.

- No classified employee can approve leave for Administrative, Professional, or Instructional Faculty.

- An employee can be made a proxy for more than one approver.

- Approvers must tell the Proxy which pay period(s) to approve.

- Approvers may add or delete Proxies at any time by using the Proxy Set-Up screen.

**REMINDERS**

- **Supervisory Changes** of any type must be communicated to the appropriate office immediately to ensure that employees are paid on time. Failure to notify the appropriate office (HR for faculty, classified and hourly – E-1S Processing for student employees) in a timely manner could result in employees not being able to access their timesheets or leave reports. (Classified, Hourly, and Student hourly employees use on-line timesheets. Administrative and Professional Faculty and Teaching Faculty in VSDP use on-line leave reports.)

- **Supervisors Resigning** – HR (or E-1S Processing in the case of students) needs to know immediately who will be acting as the supervisor until a replacement is hired.

  *Proxy set-ups do not work when the Supervisor has terminated.*

- **New supervisors or new proxies** – New supervisors/proxies must complete a Computer Account Request form and indicate that they are a WTE Approver before they can act as an Approver in WTE. The Computer Account Request Form must be submitted to Human Resources who will approve the access and route the form to OCCS for their action. Supervisors who do not have the proper security access jeopardize their
employees’ access to WTE and this could result in employees not being paid timely.

- **Access to WTE** – All new employees have access to LeoOnline and WTE as soon as their employee record is created by Human Resources or E-1S Processing. No computer account is required for employees to enter their time. They only need access to the internet.

- **Late Timesheets** – *Supervisors should not approve web timesheets after the approval deadline.*
  
  - If the **employee** fails to start or submit a timesheet
    - Manual timesheet for the employee type is required
    - **If the department wishes the employee to be paid as scheduled** – must also submit the Manual Paycheck Request Form ($50 fee).
    - **If no Manual Paycheck Request Form submitted, the employee will be paid on the next scheduled pay date.**
  
  - If the **supervisor** fails to approve on time
    - No manual timesheet required
    - No Manual Paycheck Request required
    - Supervisor contacted by Payroll to ensure timesheet hours are correct
    - Employee paid on current payroll

**DOCUMENTATION**

Documentation is available on the Office of Finance web site under Payroll Banner Web Time Entry.

The Quick Reference Guide for Approvers is on the next page.
OLD DOMINION UNIVERSITY
Quick Reference for Employee Self Service
Time Entry - Approvers

2. Click on Enter Leo Online News and Secure Area; scroll down and Click on Enter Secure Area.
3. Login using your MIDAS ID and PASSWORD. Click LOGIN. If you need assistance with your MIDAS ID or PASSWORD, contact Information Technology Services (ITS) at 757-683-3192.
4. Click the link labeled EMPLOYER and then click TIMESHEET or LEAVE REPORT.
5. Click APPROVE OR ACKNOWLEDGE TIME and then click SELECT.
6. Choose the appropriate pay period from the drop down menu. If you need to approve more than one department, they will be listed separately on the left side of the screen. (See the Approver User Guide for detailed instructions on approving multiple departments). Choose the appropriate department and the pay period. You will need to approve timesheets and leave reports for each department separately. Click SELECT.
7. Employees will appear in one of the following states:
   a. PENDING—employee has submitted a timesheet or leave report and it is awaiting approval
   b. NOT STARTED—employee has not started their time sheet or leave report
   c. IN PROGRESS—employee is in the process of entering time for the pay period
   d. RETURNED FOR CORRECTION—employee's time sheet or leave report is being returned for correction; employee must make corrections and resubmit to you
   e. APPROVED—employee's timesheet or leave report has been approved by you and is ready for payroll to process
   f. COMPLETED—payroll received and processed an employee’s timesheet or leave report

Note: The employee’s timesheet or leave report must be in a “pending” status to be approved.
8. To view an employee’s time sheet or leave report, click on the employee’s name. Review hours entered for accuracy. Click NEXT to view next employee. Click PREVIOUS to return to the summary page.
9. Click the appropriate check box, APPROVE or RETURN FOR CORRECTION, for each employee. Once this is done, click SAVE. The screen will display a confirmation message.

Note: When returning timesheets or leave reports for correction, employees must be notified and the approver must document the reason for returning the timesheet or leave report in the comment field.

Note: Only approve records after all necessary changes have been made. Once submitted you will not be able to edit your entries. Timesheet will automatically go to Payroll and leave reports will automatically update the employee’s leave records.

10. Click EXIT in the upper right hand corner of your screen to log off.
MANUAL PAYCHECKS

Employees should NOT begin work before all hiring paperwork is submitted and processed by E-1S Processing. If correctly completed hiring paperwork is not submitted and approved by the published deadlines, no payroll record can be established, and employees cannot be paid. No automatic manual paychecks will be processed due to late paperwork (including web timesheets). However, since we are reluctant to penalize employees for administrative departmental errors, we have developed a process to request a manual payroll check. There is a $50 fee per check for processing the request. 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 Payroll Check Request Form (original signature)
- Back-up Documentation (i.e., applicable manual timesheet with appropriate signatures)
- Any other required documentation (please check with Payroll)

Please hand-deliver these requests directly to a Payroll staff member in Room 2104 of Spong Hall. Do not leave these forms at the Human Resources’ Customer Services desk, as this will cause a delay in processing. The turnaround time for all manual payroll check requests is 24 hours.

The preparation of manual checks is costly, time-consuming, and circumvents all of the benefits and control features of a computerized payroll system. Processing a manual check involves three departments in the Office of Finance (Payroll Office, Accounts Payable, and General Accounting). No automatic manual paychecks will be processed due to late paperwork.

If you are submitting a Manual Payroll Check Request for Work Study (4028/4019) students, you must send all paperwork (Manual Timesheet and Manual Payroll Check Request Form) to Career Development Services. Please note that the manual check fee will be charged to the requesting department.
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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Budget Code:</th>
<th>Debit Sub-object code: 5701</th>
</tr>
</thead>
</table>

Payment Authorized by: (print name)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Authorized Signature:</th>
</tr>
</thead>
</table>

Department Name:  

Department Contact Person:  

Telephone Number:  

PROVIDE THE FOLLOWING INFORMATION

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>UIN:</th>
<th>Pay Period:</th>
</tr>
</thead>
</table>

Amount:  

Reason for Request (check one):

☐ Late Paperwork
☐ Financial Hardship
☐ 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

<table>
<thead>
<tr>
<th>Doc #</th>
<th>Org</th>
<th>Fund</th>
<th>Sub-acct</th>
<th>Trans Date</th>
<th>Tran Ant</th>
<th>DC</th>
<th>Comment</th>
<th>State Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1CL00</td>
<td>5740</td>
<td>5701</td>
<td>$ 50.00</td>
<td></td>
<td>C</td>
<td></td>
<td>Man clk fee</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 50.00</td>
<td></td>
<td>D</td>
<td></td>
<td>Man clk fee</td>
<td>380</td>
</tr>
</tbody>
</table>

Processed by:  

Payroll Manager:  

Date:  

Revised 02/08/2012
Paychecks and Payday Issues

Distribution of Checks. On payday, paychecks are bundled by check distribution org codes and delivered to the mail room for distribution. Please review and verify that the address on your check distribution list is accurate. Inaccurate addresses (and the associated address codes) cause misdirected paychecks.

Securing Checks. To ensure that departmental payroll checks are secure, departments should be doing the following, at a minimum:

- The check register shows all employees being paid on the specified payroll.
- When a department receives paychecks on payday along with the check register, compare the documents (checks) against the check register and place a check mark or other indicator next to each name on the check register for each paycheck delivered to ensure all are received. Make a copy of the check register and send the original (signed and dated) back to Payroll.
  - Employees on direct deposit – verify still active employees
  - Graduate Assistants (4022, 4122, 4023, 4123) and Stipend students (4025) – verify still employed in your department. Graduate assistants and stipend students are on auto-pay until the end date specified on the hiring documentation (E-1SU, E-1SG or EPAF). It is the department’s responsibility to ensure that only active employees are paid and to submit termination documentation/EPAFs timely.
- Ensure that the paychecks are kept in a secure and locked location at all times. Loss of these documents opens the University up to liability with regard to privacy issues and increased operating costs if stop payments and reissues need to be done to replace lost or missing paychecks.
- Ensure that all new hires are put on direct deposit upon hire. This is mandatory.
- When an employee picks up a paycheck, request that the employee show a valid University ID before relinquishing the paycheck, unless you personally know the individual. Additionally, an employee should sign and date the check register when picking up a check.
EMPLOYING STUDENTS

- It is preferable that employees physically pick up their paychecks, however for those paychecks that you have agreed to mail, document on the check register that the check was mailed and the date mailed. Additionally, ensure that the address listed on the paycheck is the correct mailing address of the individual. If this address is incorrect, insist that the employee notify the proper office of the correct address. For student hourly employees and Graduate Assistants, address changes should be sent to the EIS Processing Office. For full-time faculty, classified, hourly, and part-time faculty, address changes should be sent to the Human Resources Office.

- Monitor the address change to ensure that it is processed. This will alleviate problems when the annual W2 forms are sent at calendar year-end and will also reduce the University’s operating costs.

Check Distribution Org. The mail drop information tells the mail room where to deliver paychecks. This information is listed as a check distribution organization code (CHECK DIST ORG) and will usually match the employee's home department code. If an employee works in more than one department, all checks issued will be sent to one home check distribution organization instead of several departments. This code may not be the budget being charged, but does indicate where paychecks are delivered. Please review and verify that the address on your check distribution list is accurate. Inaccurate addresses (and the associated address codes) cause misdirected paychecks.

Check Distribution Org Corrections. Please review the address label information on the Check Distribution List and verify that the information is correct. Please send corrections via e-mail to Tiffani Gray at tgray@odu.edu. Please be sure to include the following information with any correction: mail drop, department name, building and room number.

Unclaimed Payroll Checks - Any unclaimed payroll checks should be returned to the Payroll Office 3 days after payday but no later than the next pay date. A note should be included letting us know something about the employee (i.e., are they still due the money or do you want the payment voided, has the employee resigned, and what efforts you have taken to disburse the paychecks). Do NOT hold old paychecks in your department. Return them to Payroll.

Payroll Distribution Report. Budget Unit Directors receive an automatically generated e-mail each pay period. Budget Unit Directors use this report to verify that employees are authorized to be paid from the department’s budget(s). Budget Unit Directors may either review this report or forward it to the fiscal tech or budget manager for review. To open the file, you must detach the document, save the file and open with word pad or note pad. Questions about this report may be directed to Tiffani Gray, Payroll Compliance and Student Employment Supervisor.
PAYDAY PROBLEMS

If paychecks are not received at the appropriate location or if other payroll problems occur on payday, contact the Payroll Office at extension 3-4820. One of the Payroll Audit staff members will take all information needed to research the problem and will return your call once the problem is resolved.

Checks may not be received at the expected mail drop for the following reasons:

- The check was misdirected by the mail room or was bundled incorrectly by the Payroll Office. If this occurs, by the end of the day the mail room will have corrected the problem and the check should arrive at the appropriate department. Call the Payroll Office to ensure that a check was processed for the pay period and, therefore, should have been received.

- No check was generated.

  - Each student is required to submit hours worked via Web Time Entry. If the hours were not submitted and/or approved by the deadline, no automatic manual paycheck is generated. The check will be provided to the employee once the Manual Timesheet for Hourly Wage/Student Hourly Employees is submitted. See the section on Web Time Entry for instructions.

  - Checks may also be held at the request of the department or E-IS Processing. These checks can be released only upon authorization of the department requesting that the check be held. The student must contact the department requesting that the check be held.

- If paychecks are delivered to the wrong department, it is important to notify the Payroll Office as quickly as possible. PLEASE DO NOT hold the checks or return them by campus mail to the Payroll Office. The Payroll Office will provide instructions concerning how to handle the misdirected paychecks.
PAY CORRECTIONS

**Overpayments** - If you feel that an overpayment exists, contact the Payroll Office. Payroll documentation will be reviewed to see if an overpayment exists. If the employee is still employed, the overpayment will be collected from the next available paycheck. If the employee has been terminated, the employee will be billed for the overpayment.

If an overpayment occurs, under no circumstances should the department recoup the overpayment amount (wages) directly from the employee. The Payroll Office should always be contacted immediately in the event of an overpayment.

**Underpayments** - If you feel an underpayment exists, contact the Payroll Office, so that a review of the E-1S and/or other payment documentation can be performed to determine that all paperwork is in order.
DIRECT DEPOSIT

It is mandatory that first time employees (new hires and re-hires) be enrolled in direct deposit. All employees are encouraged to participate in the University's direct deposit program. Direct deposit (also known as EFT, Electronic Funds Transfer) of payroll allows our employees to have their pay electronically deposited to their savings and/or checking accounts each payday. (Do not confuse direct deposit of pay with the Accounts Payable direct deposit process used to reimburse employees for travel and small business expenses.)

Exceptions may be allowed under certain "extraordinary" circumstances. However, to obtain an exception, you must write a letter explaining in detail why you cannot participate in direct deposit. This letter must be forwarded to the Payroll Manager for review. The letter is then forwarded to the State Director of Payroll at the Department of Accounts for their approval. If the exception is not approved by the Department of Accounts, you must participate in direct deposit.

Listed below are the Global Exceptions to the Direct Deposit Policy:

- Employees under the age of 18.
- Employees without a Social Security Number
- Federal Work Study employees
- Employees changing financial institutions
  - Employees changing financial institutions may receive a pay check for two pay periods while establishing a new bank account.

To sign-up for direct deposit, the employee must complete an Employee Direct Deposit Authorization form (available on the Office of Finance web site at the following web address):

http://www.odu.edu/facultystaff/employee-services/compensation/payroll/direct-deposit

Once the direct deposit authorization form is received, Payroll staff will set up the next paycheck to electronically deposit to the bank and bank account number specified on the authorization form.

A voided blank check (including the appropriate bank routing numbers) or preprinted bank deposit authorization form must be attached and sent with the form to the Payroll Office.

The following sections of the authorization form must be completed:

- Name of financial institution
- Bank location (city and state)
- Account number (specify if checking or savings)
- Employee name and signature
- Date
University Identification Number (UIN)

**Reviewing Pay Information** - Once the direct deposit transactions are active, employees can access payroll information approximately two days prior to payday through the Employee link in LEOonline (*also used for Web Time Entry*). Direct Deposit stubs are not printed.

**Changes to Direct Deposit.** To change banking information or make other direct deposit changes, submit a new Direct Deposit authorization form to the Payroll Office with the appropriate boxes completed. (Don’t forget to also submit the Accounts Payable direct deposit form when banking information changes.)

Direct deposit may be stopped under the following circumstances:

- When hours worked were incorrectly keyed or reported
- When the employee's department has instructed the Payroll Office to hold the employee's pay
- When an employee terminates in the middle of a pay period

If a direct deposit is stopped for any reason, the payroll processor will contact the employee in writing and a manual paycheck may be prepared for the actual amount due. If no payment is due to the employee, no paycheck will be processed.

Students who work in more than one department will have more than one employee record. In order to have all paychecks directly deposited, direct deposit must be set up for each employee record.

**Break in service (i.e., when students do not work during the summer).** When an employee has a break in service, the direct deposit remains active. When the employee returns to work, paychecks will automatically be processed through direct deposit to the bank and bank account of record. Any time there is a break in service, an employee should be reminded upon return to work to contact the Payroll Office to ensure that the bank account and bank routing information is still current. Upon return from the break in service and when pay recommences, direct deposit will also start again using the bank routing and bank account information previously authorized. Based on this previous authorization, funds will be transmitted to the bank and bank account of record in the payroll system. **If this information has changed during the employee’s break in service, pay may be transmitted to an incorrect bank or bank account and may delay pay.**

If the University is closed due to inclement weather on a scheduled pay day, checks will be distributed on the next work day.

When a full-time or hourly employee terminates employment, Direct Deposit is terminated after the last regular check or leave payout is processed.
EMPLOYING STUDENTS

EMPLOYEE PAYROLL
DIRECT DEPOSIT AUTHORIZATION
RETURN TO: Payroll, Office of Finance,
Alfred B. Rollins Hall, Norfolk, VA 23529-0045

1. ENTER EMPLOYEE INFORMATION (Please type or print clearly)

<table>
<thead>
<tr>
<th>University ID Number</th>
<th>NAME (LAST,FIRST,MIDDLE)</th>
<th>TELEPHONE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Home:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work:</td>
</tr>
</tbody>
</table>

2. ENTER BANKING INFORMATION (Please complete fully)

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>BRANCH ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIPCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTION (Check one)</th>
<th>TYPE OF ACCOUNT (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ESTABLISH</td>
<td>☐ SAVINGS</td>
</tr>
<tr>
<td>☐ DISCONTINUE</td>
<td>☐ CHECKING</td>
</tr>
<tr>
<td>☐ CHANGE</td>
<td>☐ NET PAY</td>
</tr>
<tr>
<td>Direct Deposit with</td>
<td>Fixed AMT $</td>
</tr>
<tr>
<td>ODU - Payroll</td>
<td>Fixed AMT $</td>
</tr>
</tbody>
</table>

PLEASE READ CAREFULLY

Direct Deposit of Employee Pay is Mandatory for all New Hires or Rehires. Exceptions: require DOA approval – contact Payroll for further information. I understand that my employer will deposit any fixed amount noted and any net pay amount each payday directly to my account at the financial institution specified. I agree to notify my employer immediately of any changes to my bank account(s) so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited, my bank is authorized to debit my account for the amount of the adjustment. I attest that the full amount of my direct deposit is not being forwarded to a bank in another country* and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency (Payroll Office) immediately. (The information in sections 1, 2, and 3 is required – direct deposit of employee pay is mandatory for all new hires and rehires.)

3. EMPLOYEE’S SIGNATURE ___________________ DATE: _____________

*This testament is being made as required by the Federal Office of Foreign Asset Control in support of U. S. C. Title 50, War and National Defense.

A voided blank check or a preprinted bank direct deposit authorization form provides ODU with the correct bank routing and account number.

Please attach a voided blank check in this space or attach a bank direct deposit authorization form. The attached form must be pre-printed with the bank’s routing number and your individual account number.

ATTACH VOIDED CHECK HERE

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Bank Account #</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Processed by:</th>
<th>Audited by:</th>
<th>Direct Deposit Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised 11-14-2011
EMPLOYING STUDENTS

W-2 ISSUES

W-2 forms are mailed to the permanent home address on file no later than January 31 of each year. If January 31 falls on a Saturday, Sunday, or a business holiday, the deadline is the next business day. Therefore, it is very important that employee addresses be updated on the payroll system by the end of the calendar year to ensure that W-2’s are received in a timely manner. Students can change their addresses via Banner web at https://www.leoonline.odu.edu.

The accuracy of social security numbers is essential. Each employee should perform a review of his/her pay information to verify that the social security number is correct. If the correct social security name and social security number for each employee is not correct, the University may owe a penalty. The University is required to record an employee’s name and social security number exactly as it is shown on the social security card issued to the employee. If an employee’s name changes for any reason, the employee must request a new card from the Social Security Administration. ODU will continue to use your old name until a copy of the new social security card is provided showing a new name. Paychecks contain both the UIN (University Identification Number) and the social security number. On-line pay stubs contain the UIN only.

If you do not receive a W-2 by February 15, please request a duplicate from the Payroll Office. The Request for Duplicate W-2 Form is available from the Office of Finance web site. Duplicates provided are original W-2 forms with the word “duplicate” typed on each copy.

Electronic W-2 Forms

- You can choose to receive your W-2 electronically via Leoonline.
- By consenting to electronic W-2s, you no longer need to wait for your W-2 to be delivered via snail mail.
- If you need a copy, you will not need to fill out paperwork to get copies of your W-2 from Payroll, which means no 24-hour delay for the required turnaround time.
- You must give us your consent to receive your tax form electronically. Once you provide consent, you do NOT have to provide it again.
- The deadline to provide consent to receive calendar year electronic W-2 forms is provided each year.

Already Provided Your Consent? No Action Is Required

Unless you wish to rescind your consent to receive electronic W-2 forms, no action is required. Your consent remains active until you revoke your consent.

DON’T PROVIDE CONSENT?

If you have chosen not to receive your W-2 electronically, your W-2 will be mailed to the home address on file on or before January 31.
Need To Give Your Consent To Receive Your W-2 Electronically?

To consent to receive your W-2 for the calendar year electronically, you must do the following.

- Log in to the secure area of Leoonline (www.leoonline.odu.edu)
- Select Employee
- Select Tax Forms
- Select Electronic W-2 Consent
  - Read that page, Employee Instructions, Notice to Employees, Printing Instructions (available at the bottom of the Electronic W-2 Consent page)
- Check the box to consent to receive your W-2 electronically
- Click Submit
- You are done (you will not see any confirmation message)

To Verify You Have Successfully Made Your Selection

There is no confirmation message received that you have successfully consented. Simply scroll down to see that the “My Choice” box is checked. If the box is checked, you have successfully consented to receive your W-2 electronically.

How do you know your w-2 is available electronically?

You will be notified via e-mail and/or University Announcement when your calendar year W-2 is available for you to print. W-2 forms are normally available sometime between January 24 and January 31.

W-2 Forms For Terminated Employees And Those Who Choose Not To Receive W-2 Electronically

W-2 forms for terminated employees and those who do not provide electronic consent are mailed to the home address on file on or before January 31.
EMPLOYING STUDENTS

EMPLOYEE REQUEST FOR DUPLICATE W-2 FORM

Mail To: Old Dominion University Payroll Department Sproul Hall 515 East 42nd Street Norfolk, Virginia 23529-9046 Fax: (757) 683-8000 Phone: (757) 683-8000

Date of Request: Time of Request:

Please request a WAGE AND TAX STATEMENT (Form W-2) for the following employee, for the tax year ending:

EMPLOYEE NAME:

UNIVERSITY IDENTIFICATION NUMBER (UTN):

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address: City: State: Zip Code:

WORK LOCATION & NO:

Do you want this address to be added to your record as a permanent address? Yes No

The Form W-2 is requested for the following reason:

[ ] Never Received  [ ] Social Security Number or Name Incorrect
[ ] Mislaid or Destroyed  [ ] Other (Explain)

The Form W-2 should be:

[ ] Mailed to current address  [ ] Held for pick up by employee

Employee Signature:

PLEASE NOTE

If requests are turned in on Monday, Tuesday, Wednesday or before 3:00 p.m. Thursday, the duplicate will be available for pick up or will be mailed the following Monday.

PAYROLL DEPARTMENT USE ONLY

DATE REQUEST RECEIVED: BY TELEPHONE: IN PERSON

DATE ORIGINAL W-2 REMAILED: PROCESSED BY:

DATE DUPLICATE W-2 MAILED: PROCESSED BY:

DATE DUPLICATE W-2 AVAILABLE FOR PICK-UP: PROCESSED BY:
EMPLOYING STUDENTS

TRACKING STUDENT WAGES

Reports and Reconciliation

Banner is the official record of payroll expenditures, but the information could be incomplete if there are interface problems. Payroll expenditures should be reconciled each month. Hard-copy Banner payroll reports are no longer distributed each month.

Departments must attend training to learn about e-print.

Payroll reports are available via e-print for those with the appropriate access. Access to departmental payroll reports must be requested separately. The E-Print Payroll Report Request Form must be completed and sent to the Finance Systems Manager, Data Control, Office of Finance.

http://www.odu.edu/content/dam/odu/offices/finance-office/data/payroll-eprint-request.pdf

Payroll reports contain information by budget unit, sub-account, payroll number, employee name, and amount for each payroll. If you need information about e-print, please send an e-mail to the Banner Hotline at bannerhotline@odu.edu.

Monitoring Student Hourly Wage and Graduate Assistant Employee Expenditures

Your department should develop a mechanism for monitoring and tracking the amounts of student employees to assure that there are sufficient funds to pay the student throughout the year and so that you can recoup unused funds as needed and avoid deficits in budgets. Tracking student wage expenditures is important for a variety of reasons:

- Departments are responsible for tracking student wage expenditures.
- Departments must ensure we do not pay graduate assistants who are no longer working.
- Departments must submit terminations timely (hard copy or EPAF as appropriate), especially for graduate assistants and stipend students who are paid automatically.
- Departments must ensure there are sufficient funds throughout employment.
- Departments must ensure Federal Work Study students do not exceed the award.
- Recoup unused funds.
- Avoid deficits.
TRAINING/SUPERVISION

STUDENT EMPLOYEE ORIENTATION

A formal orientation is a critical component in the initial development of good student workers. If conducted effectively, a new employee orientation for student workers on the first day of employment can help to eliminate problems later. An orientation can help each new student worker in the following ways:

- The student will quickly feel a sense of belonging in your organization.
- The student will know that the assigned work is valuable.
- The student will view management as both knowledgeable and caring.

*Career Development Services orientation - In addition to the orientation in your department, all Federal Work Study students (4028 and 4029) must attend a brief orientation in Career Development Services (2202 Webb University Center).*

The immediate supervisor must take the lead in integrating the new employee into the work place and is responsible for assuring that needed information for successful performance is received. Suggested topics for discussion are:

- Work scheduling procedures (including allowable breaks)
- Rules of conduct
- Dress code suggestions/requirements
- Procedures for general work activities
- Location of reference materials
- Inclement weather policy
- Procedures for calling in sick or absent
- Performance expectations
- Timesheet procedures (via Web Time Entry in LEOOnline)
- Pay day procedures (including direct deposit information)
- What to expect from the supervisor
- How to get questions answered

*Student Employee Orientation Checklist*

- Other information necessary for a student employee to be successful in your organization.

The *Student Employee Orientation Checklist* should be reviewed verbally with each new student worker and then signed by the supervisor and the student. A copy of the checklist should be kept in the personnel file of the student and a copy provided to the student.
OLD DOMINION UNIVERSITY

STUDENT EMPLOYEE ORIENTATION CHECKLIST

STUDENT NAME: ___________________________ DATE: ______________

SUPERVISOR: ___________________________ DEPT: ______________

A. Details of the job
   ___ 1. Position description
   ___ 2. Performance evaluation
   ___ 3. Outline/schedule of training
   ___ 4. Office/Unit function (how we relate to overall organization)
   ___ 5. Organizational chart
   ___ 6. Office procedures
   ___ 7. Required reports
   ___ 8. Other ___________________________

B. Supervision
   ___ 1. Review expectations
   ___ 2. Scheduled meeting times
   ___ 3. Chain of command
   ___ 4. Backup contact to answer questions

C. Physical Surroundings
   ___ 1. Office/building tour
   ___ 2. Staff introductions
   ___ 3. Work area, including housekeeping standards
   ___ 4. Equipment/supplies location
   ___ 5. Staff lounge/eating facilities
   ___ 6. Smoking policy (prohibited in all buildings)
   ___ 7. Parking (must park in student lots)
   ___ 8. Mail pick-up and delivery
   ___ 9. Telephone instructions and policy

D. Hours of Work
   ___ 1. Work schedule
   ___ 2. Meals/breaks
   ___ 3. Leave reporting procedure
   ___ 4. Planning for exam/study time
   ___ 5. Timesheet preparation and submission (including what happens if they don’t do timely – late pay)
   ___ 6. When, where and how to pick up pay check (until Direct Deposit begins)

E. Rights and Responsibilities
   ___ 1. Attendance
   ___ 2. Conduct, customer service philosophy
   ___ 3. Appearance, dress code
   ___ 4. Safety
   ___ 5. Ethical issues - confidentiality, use of state equipment, and professional conduct
   ___ 6. Other ___________________________

We certify that the above items have been discussed.

_________________________________ Supervisor ___________________ (date)
__________________________________ Employee____________________ (date)
STUDENT EMPLOYEE TRAINING AND SUPERVISION

Research shows that there is a need for student supervisors to treat student employees as real employees, and a need for students themselves to think of campus jobs as real jobs. Surveys emphasize that supervisors of student employees need to:

- Use basic supervisory skills like listening, communicating, and providing feedback.
- Clearly define each student job, establish goals and set clear expectations.
- Provide adequate training to students on the job.
- Help students develop habits and attitudes that reflect positively on the institution.
- Help students develop positive, lifelong skills and work habits.

<table>
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<td>The basic training cycle consists of four steps</td>
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<tr>
<td>1. Explain</td>
</tr>
<tr>
<td>2. Demonstrate</td>
</tr>
<tr>
<td>3. Try-out</td>
</tr>
<tr>
<td>4. Follow up</td>
</tr>
</tbody>
</table>

**Explain**

1. Prepare the student worker by doing the following:
   
   A. Put her/him at ease.
   B. Get her/him interested - tell the benefits of doing the task.
   C. Find out what she/he knows about the task.

2. Explain the task:
   
   A. Break it into steps or units - bite size chunks.
EMPLOYING STUDENTS

Demonstrate

1. Demonstrate the task
   A. Demonstrate the task in the same order as you have explained it.
   B. Do not give the student worker more that she/he can handle.

2. Describe the operation just as the student is expected to do it.

3. Tell, show and illustrate.

4. Stress the key points (accuracy, speed, whatever is most important to the task)

5. Instruct clearly, completely and patiently. Go slowly and never assume the individual has completely comprehended, no matter how small the task.

6. Summarize the operation, stressing the key points.

Try-out

1. Have the student perform the task while you observe.

2. Have the student explain the key points to you while doing the task.

3. Make sure the student understands the task. Ask questions while the student performs the task.

4. Continue until she/he thoroughly understands what to do.

Follow up

1. Put the student on her/his own.

2. Check on the student's progress.
   A. Ask questions - to make sure the student understands.
   B. Correct - in private.
   C. Reward - in front of peers.

3. Taper off close supervision and continue normal supervision.
GIVING INSTRUCTIONS

One situation which demands effective verbal communication is GIVING CLEAR INSTRUCTIONS. This skill does not come naturally -- it requires practice! The following eight rules will assist you in giving clear instructions:

1. Begin with an overall picture.
2. Use a minimum number of words.
3. Use simple, easy-to-understand words.
4. Be specific.
5. Use simple comparisons.
6. Use repetition.
7. Number or "signpost" objects, steps, or sets of instructions.
8. Use good delivery techniques.

STUDENT EMPLOYEE EVALUATION

It is recommended that a performance evaluation be conducted for every student employee after the first 30 days and again at the end of each semester of employment. The objectives of student worker performance evaluations are:

1. To facilitate communication between supervisors and student workers by providing a setting to discuss performance-related issues.
2. To enhance student worker job performance, by giving the student an opportunity to respond to supervisor feedback.
3. To help minimize student worker turnover.
4. To provide standard written evaluation procedures which produce job performance records on student workers for future reference.

(REMINDER - all FWS students, 4028 and 4029, must attend a brief orientation in Career Development Services (2202 Webb University Center) when they begin work.)
# Student Employee Performance Evaluation

Student_______________________________________  Evaluation Date ________________
Supervisor _____________________________________  Department ____________________

Please rate the student worker using the following scale:

<table>
<thead>
<tr>
<th></th>
<th>5 = Outstanding</th>
<th>4 = Competent</th>
<th>3 = Needs improvement</th>
<th>2 = Does not demonstrate stated behavior</th>
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<tr>
<td>Is reliable, dependable, and punctual</td>
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<tr>
<td>Is thorough, neat, and accurate</td>
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<td>Shows initiative and willingness to assume responsibility</td>
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<tr>
<td>Demonstrates flexibility and resourcefulness</td>
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<tr>
<td>Displays concern about customers’ needs and treats them courteously</td>
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<tr>
<td>Is well-groomed and appropriately dressed</td>
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<tr>
<td>Cooperates with co-workers</td>
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<tr>
<td>Responds positively to suggestions and evaluation</td>
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<tr>
<td>Is enthusiastic about the job</td>
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<tr>
<td>Communicates an overall attitude of professionalism</td>
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</table>

Additional Comments:

_________________________________________________________

Student’s Signature ______________________________________  Date ____________________
Supervisor’s Signature ________________________________  Date ____________________

STUDENT EMPLOYEE PERFORMANCE EVALUATION PROCEDURES

1. Schedule regular performance evaluations monthly, bi-monthly or by semester. Conduct the first performance evaluation upon completion of the first 30 days of employment.

2. Share the evaluation with the student worker in a planned, formal setting. Whether the meeting is for one minute or 15 minutes, this will give both you and the student an opportunity to address issues that may be difficult to discuss in the normal work setting.

3. Use the ADDITIONAL COMMENTS section for addressing specific job related issues or skills that need improving. If the student receives a rating of "3" or "2" on any of the criteria, use this comment section to note a definite follow-up evaluation date at an appropriate time.

4. Conduct the next evaluation as scheduled.

5. Have the student worker read and sign the form.

6. Keep completed evaluations in personnel files. These records will be useful when student workers request references for future employment.

7. Supervisors of Federal Work Student students (4028 and 4029) are required to submit copies of evaluations to the Career Development Services, 2202 Webb University Center.

NOTE: Always keep student personnel files CONFIDENTIAL. Never release a copy of an evaluation without a consent form signed by the student.

For additional information concerning student employment, contact:

CAREER DEVELOPMENT SERVICES
2202 WEBB UNIVERSITY CENTER
683-4388
## EMPLOYING STUDENTS

### HIRING WAGE EMPLOYEES – QUICK REFERENCE GUIDE

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<td>Budget Office</td>
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<td>Joyce Thornton</td>
<td>E-1S Processing</td>
<td>X6268</td>
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<td>Payroll</td>
<td>X5271</td>
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<td>Changing check distribution information</td>
<td>Tiffani Gray</td>
<td>Payroll</td>
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<td>Payroll</td>
<td>X4980</td>
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<td>Establishing hourly positions</td>
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<td>Human Resources</td>
<td>X3042*</td>
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<td>Approp. College</td>
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<td>VISA</td>
<td>X6343</td>
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<td>- for all international employees</td>
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<td>Career Devel.</td>
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<td>Using temp services</td>
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<td>X3042*</td>
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<td>September Sanderlin</td>
<td>Human Resources</td>
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<tr>
<td>Work Study hiring</td>
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</table>

*Human Resource Department Contact Name Information contained on next page*
Human Resources Information

The following information is supplied for your convenience in contacting the appropriate area in Human Resources. Please refer to the Human Resources website for the latest information.

http://www.odu.edu/humanresources

Staff Listing – information obtained from HR April 2016

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EMAIL</th>
<th>VOICE PHONE</th>
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</thead>
<tbody>
<tr>
<td>ALSTON, MEGAN</td>
<td>Benefits Specialist</td>
<td><a href="mailto:malston@odu.edu">malston@odu.edu</a></td>
<td>757-683-4196</td>
</tr>
<tr>
<td>BELK, TONY</td>
<td>Employee Relations Manager</td>
<td><a href="mailto:jbelk@odu.edu">jbelk@odu.edu</a></td>
<td>757-683-3046</td>
</tr>
<tr>
<td>CUTNO, THASHEENA</td>
<td>Training Consultant</td>
<td><a href="mailto:tcutno@odu.edu">tcutno@odu.edu</a></td>
<td>757-683-3082</td>
</tr>
<tr>
<td>FAULCON-JOHNSON, NADINE</td>
<td>Director of Total Compensation and Staffing</td>
<td><a href="mailto:hfaulcon@odu.edu">hfaulcon@odu.edu</a></td>
<td>757-683-3067</td>
</tr>
<tr>
<td>DUNN, BRIAN</td>
<td>Staffing and Operations Specialist</td>
<td><a href="mailto:bdunn@odu.edu">bdunn@odu.edu</a></td>
<td>757-683-3028</td>
</tr>
<tr>
<td>VACANT</td>
<td>Training Manager</td>
<td></td>
<td>757-683-4316</td>
</tr>
<tr>
<td>GATA, RAY</td>
<td>Executive Assistant to the VP for Human Resources</td>
<td><a href="mailto:rgata@odu.edu">rgata@odu.edu</a></td>
<td>757-683-3059</td>
</tr>
<tr>
<td>HARRIS, PAM</td>
<td>Staffing and Operations Manager</td>
<td><a href="mailto:pharris@odu.edu">pharris@odu.edu</a></td>
<td>757-683-5131</td>
</tr>
<tr>
<td>HAWKINS, DAVID</td>
<td>Compensation Manager</td>
<td><a href="mailto:dchawkin@odu.edu">dchawkin@odu.edu</a></td>
<td>757-683-3060</td>
</tr>
<tr>
<td>HOLLAND, CATHERINE</td>
<td>Human Resources Systems Analyst</td>
<td><a href="mailto:cholland@odu.edu">cholland@odu.edu</a></td>
<td>757-683-3660</td>
</tr>
<tr>
<td>JENNINGS, KAREN</td>
<td>Training Consultant</td>
<td><a href="mailto:kjennin@odu.edu">kjennin@odu.edu</a></td>
<td>757-683-5139</td>
</tr>
<tr>
<td>JOHNSON, BRENDA</td>
<td>Benefits Manager</td>
<td><a href="mailto:bjohnson@odu.edu">bjohnson@odu.edu</a></td>
<td>757-683-3051</td>
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<tr>
<td>MCGRUDER, ARLINDA</td>
<td>Staffing and Operations Assistant</td>
<td><a href="mailto:amcgrude@odu.edu">amcgrude@odu.edu</a></td>
<td>757-683-6127</td>
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<tr>
<td>NICKENS, SHARON</td>
<td>Benefits Specialist</td>
<td><a href="mailto:snickens@odu.edu">snickens@odu.edu</a></td>
<td>757-683-4237</td>
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<tr>
<td>MURPHY, CHERI</td>
<td>Director of Workforce Planning, Compliance and HRIS</td>
<td><a href="mailto:cmurphy@odu.edu">cmurphy@odu.edu</a></td>
<td>757-683-3063</td>
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<tr>
<td>OKONEK, CORI</td>
<td>Employee Relations Consultant Compensation Analyst</td>
<td><a href="mailto:kokonek@odu.edu">kokonek@odu.edu</a></td>
<td>757-683-3394</td>
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<tr>
<td>REID, RAKIM</td>
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<td><a href="mailto:treid@odu.edu">treid@odu.edu</a></td>
<td>757-683-4399</td>
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<tr>
<td>SANDERLIN, SEPTEMBER</td>
<td>Vice President for Human Resources</td>
<td><a href="mailto:ssanderl@odu.edu">ssanderl@odu.edu</a></td>
<td>757-683-4324</td>
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<td>SCHRIVER, MARCHA</td>
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<td><a href="mailto:mschrive@odu.edu">mschrive@odu.edu</a></td>
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<td>SKELDON, JOYCE</td>
<td>Human Resources Systems Analyst</td>
<td><a href="mailto:jskeldon@odu.edu">jskeldon@odu.edu</a></td>
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<tr>
<td>STANFORD, PETRYNE</td>
<td>Human Resources Receptionist</td>
<td><a href="mailto:pstanfor@odu.edu">pstanfor@odu.edu</a></td>
<td>757-683-3042</td>
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<tr>
<td>WHITEHURST, BRENDA</td>
<td>Human Resources Assistant</td>
<td><a href="mailto:bwhitehu@odu.edu">bwhitehu@odu.edu</a></td>
<td>757-683-4760</td>
</tr>
<tr>
<td>WILLIAMSON, KATHY</td>
<td>Director of Human Resources for Employee Relations &amp; Strategic Initiatives</td>
<td><a href="mailto:kcwillia@odu.edu">kcwillia@odu.edu</a></td>
<td>757-683-4564</td>
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</tbody>
</table>
RESOLVING BUDGET DISCREPANCIES (IDTS and Accounting Service Requests)

The Office of Finance is responsible for researching and resolving errors when University departments discover inappropriate or unidentifiable expenditures against their budgets. There are two mechanisms available to departments.

- The IDT process must be used when you know specific correction information.
- The Accounting Service Request (ASR) process must be used to initiate research when you cannot identify why the charge was made to your budget.

Both forms are available on the Office of Finance web site:


Interdepartmental Transfers (IDTs)

IDT forms are prepared when financial accounting entries need to be recorded. Transactions for budget corrections, transferring charges (reimbursing) to other departments and recording expense charges are examples of why IDTs are processed.

IDT forms are located on the Office of Finance web site under Faculty/Staff forms. The forms are fillable PDF forms and can be saved to your computer. Completed forms must be signed, scanned, and e-mailed to IDTs@odu.edu

The form must be completed as follows:

- All fields in both the charge and credit information areas must be completed
  - Charge information
    - Organization/account
    - Department name
    - Contact name
    - Contact phone
    - Authorized signature
  - Credit information
    - Organization/account
    - Department name
    - Contact name
    - Contact Phone
    - Authorized Signature
  - Accounting Distribution for Charge (Fund, Org, Sub-Account, Amount)
EMPLOYING STUDENTS

- Accounting Distribution for Credit (Fund, Org, Sub-Account, Amount)

  - An explanation must be provided, including any applicable document reference numbers.

  - Supporting documentation must be included and must be clear and concise. Backup documentation can include:
    - Printed Banner reports
    - Screen prints from Banner
    - E-mail correspondence
    - Invoices
    - Notes or memos
    - Tear sheets, ad copies or publications
    - Transportation or event tickets
    - Receipts
    - Other materials relating to the entries

  - Debit amounts must match the credit amounts

  - If original charge noted, this indicates that the transaction is a charge from one department to another and the supporting documentation should show the goods and services that were provided.

  - If correction of charge is noted, this indicates that the transaction is for one department to reimburse another department, and the supporting documentation must show the original transaction in Banner where the department being reimbursed was originally charged.

  - The IDT continuation sheet should be used as needed.

All transactions must be thoroughly supported by documentation explaining the need for the action, including attaching all applicable Banner screenshots. Appropriate approval signatures are required for all budget units affected and the preparer’s contact information must be included in case there are questions about the requested transactions.

IDT transactions show up in Banner as a JE35 (within the same fund) or JE60 (between funds) journal entry.

**Submitting the IDT:**

Completed forms must be signed, scanned, and e-mailed to IDTs@odu.edu

Ensure that you have included supporting documentation in your e-mail.
EMPLOYING STUDENTS

OLD DOMINION UNIVERSITY
INTERDEPARTMENTAL TRANSFER REQUEST
(E-mail signed/scanned form to IDTs@odu.edu).

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</table>

Authorized Signature

Authorized Signature

Accounting Distribution for Charge

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORG</th>
<th>SUB ACCOUNT</th>
<th>AMOUNT</th>
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</thead>
<tbody>
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</table>

Accounting Distribution for Credit

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORG</th>
<th>SUB ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Additional accounting distribution sheets attached
Original Charge – attach supporting documentation
Correction of Charge – attach Banner documentation

Explanation of Transfer:

FOR ADMINISTRATIVE USE ONLY

Processed by: ________________________

Date: ________________________ Revised July 14, 2013
OLD DOMINION UNIVERSITY
INTERDEPARTMENTAL TRANSFER REQUEST
(E-mail document with signed/scanned page 1 of IDT form to IDTs@odu.edu).

<table>
<thead>
<tr>
<th>DEBIT: Accounting Distribution</th>
<th>CREDIT: Accounting Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND</td>
<td>ORG</td>
</tr>
<tr>
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</tbody>
</table>

Revised July 18, 2013
Accounting Service Request (ASR)

The ASR process is used to research activity. Coding corrections must be submitted using an Interdepartmental Transfer (IDT) form.

1. As you reconcile your budget, unidentifiable charges need to be researched and resolved. Review your budget transactions through the Organization Budget Status Form (FGIBDST).

2. If you find unidentifiable charges, complete an Accounting Service Request (ASR) form (available from the following web page) with the following information.
   a. Date
   b. Department Name
   c. Contact Name (Person preparing the form)
   d. Telephone number
   e. E-Mail address
   f. Details of research requested:
      - Fiscal year
      - Original Doc # in Banner
      - Dollar Amount
      - Notes to assist research

3. Please keep a copy of this form and e-mail the completed PDF form to DataControlASR@odu.edu. Be sure to include screenshots of all back-up documentation.

4. When the ASR form and documentation are received, the Data Control Representative reviews the form and documentation.
   a. If any information or documentation is missing, the department will be contacted outlining what additional information is required.

5. If all information and documentation is complete, the form is processed.

6. A reference number is assigned to the ASR, and that number is returned to the department via e-mail. Please use the reference number when following up on the problem. Data Control is responsible for monitoring and tracking problem resolution.
7. The original ASR form and supporting documentation are forwarded via e-mail to the appropriate area in the Office of Finance for research and resolution.

8. When the problem has been resolved or the charge identified, the department is notified of the action taken to resolve the issue.

The correcting entry will be posted to your budget via a journal entry. On FGITRND, the description will contain the ASR number.

9. Response times can vary, depending on the research required. Generally, most issues can be resolved within 14 work days.

10. Questions about the status of specific Accounting Service Requests should be directed to DataControlASR@odu.edu. Please reference the assigned number in any correspondence.
ACCOUNTING SERVICE REQUEST FORM (ASR) revised 07/18/2013

Research and document activity (attach appropriate screen prints from Banner)

Departmental Use – complete all sections – incomplete forms will be returned.
The ASR process is used for researching activity.
Coding corrections must be submitted using an Interdepartmental Transfer (IDT) form

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Telephone #/e-mail</th>
</tr>
</thead>
</table>

Provide full details regarding the research requested:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Original Doc # in Banner</th>
<th>Dollar Amount</th>
<th>Notes to assist research</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Action Requested - Be specific and provide the appropriate back-up documentation. ASRs without back-up documentation will be returned without action.

<table>
<thead>
<tr>
<th>Justification/Reason</th>
</tr>
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<tbody>
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</table>

Additional information concerning your request that would assist us in error correction or researching documentation:

- Submit the completed ASR form and required support documentation via e-mail to DataControlASR@odu.edu.
- Keep copies for your files.
- E-mail date is submission date. (E-mails received after 2:00pm will be considered received on the next work day.)
- Average processing time – 14 business days.
- Questions about the ASR process may be addressed to DataControlASR@odu.edu or 757-683-2957. Please reference the assigned ASR number.
- The ASR number is reflected in Banner when corrections posted in Banner.

** Office of Finance Use Only Below This Line**

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Date Processed</th>
<th>Assigned to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Problem Type

Response Section – completed by department assigned to resolve/research

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Name of Person Responding</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# CONTACT INFORMATION – (PAYROLL, 2104 SPONG HALL)

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>CONTACT</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESSING QUESTIONS:</td>
<td>Questions about classified and hourly WTE time sheets, your tax status, tax forms, deductions, garnishments, leave <em>balances</em>, or discrepancies in pay.</td>
<td></td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>Anitra Hilliard</td>
<td>3-4337</td>
</tr>
<tr>
<td>Processor (A-L)</td>
<td>Anitra Hilliard</td>
<td>3-3040</td>
</tr>
<tr>
<td>Processor (M-W)</td>
<td>Adriane Lott</td>
<td>3-5271</td>
</tr>
<tr>
<td>Processor (X-Z)</td>
<td>Rose Marie Moodie</td>
<td>3-5266</td>
</tr>
<tr>
<td>Part-Time Processor</td>
<td>Rose Marie Moodie</td>
<td>3-5266</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYROLL COMPLIANCE - AUDIT QUESTIONS:</th>
<th>Questions about W-2 forms can be directed to any staff member below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Compliance and Student Employment Supervisor</td>
<td>Tiffani Gray (mail drop, check distribution org, graduate students)</td>
</tr>
<tr>
<td>Payroll Compliance Specialist</td>
<td>Ksenia Twine</td>
</tr>
<tr>
<td>Payroll Specialist</td>
<td>Tineka Porter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-1S QUESTIONS:</th>
<th>Questions about student hourly WTE timesheets, hiring documents for student employees may be directed to either staff member listed below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1S Processing</td>
<td>Brenda Blount&lt;br&gt;Joyce Thornton</td>
</tr>
<tr>
<td>Payroll Manager</td>
<td>Gloria Boone</td>
</tr>
<tr>
<td>Payroll Accountant</td>
<td>Rob Stall (Information on reading payroll reports, Payroll ASRs)</td>
</tr>
<tr>
<td>Non-Resident Alien &amp; Payroll Coordinator</td>
<td>Lisa Hecker (non-resident alien questions, faculty leave reports, and moving/relocation)</td>
</tr>
<tr>
<td>Leave <em>policy</em> information, employment eligibility requirements, recruiting hourly employees, terminating employees</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>
EMPLOYING STUDENTS

SAMPLE TEST QUESTIONS

1. What statements are true about graduate assistantships?
   a. Students must be formally admitted to graduate degree programs in regular or provisional status and in good academic standing to be eligible for appointments as graduate assistants.
   b. Assistantship recipients must enroll each semester of their appointment.
   c. Assistantship recipients must register for and complete the required graduate hours each semester of their appointment.
   d. All of the above.
   e. None of the above.

2. Which of the following are required employment documents for new student workers?
   a. I-9
   b. Tax forms
   c. E-1S
   d. Payroll Direct Deposit

3. In order to be employed as a regular student hourly or stipend worker for an entire semester, a student (U.S. citizen) could be which of the following (circle all that apply):
   a. Enrolled full time at Old Dominion University
   b. A work study student receiving a work study award
   c. Initially enrolled, but dropped all classes
   d. Enrolled for a minimum of six (6) credit hours for the duration of the semester

4. What statements are true if a student hourly wage or stipend student wants to continue working for your department in the summer, but plans to take less than six (6) credit hours during summer semester (circle all that apply)?
   a. The student must be pre-registered for fall classes.
   b. The department must have sufficient funds in 4999 to cover FICA.
   c. FICA taxes are withheld from the student’s pay
   d. All of the above.

5. When are timesheets due for student hourly wage employees?
   a. By noon on payday.
   b. No later than 11:59 pm on the WTE submission date for the pay period.
   c. Whenever an employee completes the timesheet.
   d. None of the above.
EMPLOYING STUDENTS

6. What happens if an I-9 is not completed at the time the E-1S for a new student employee is received in E-1S Processing?
   
   a. The E-1S is returned to the department immediately.
   b. No action is required.
   c. A hold is put on the student's record.
   d. The E-1S cannot be processed until the I-9 form is completed and all additional required hiring documentation is on file.

7. A student reports to work at 10:00 a.m. and works until 1:10 p.m. How is the time reported on the web timesheet?
   
   a. 3.10
   b. 3:15
   c. 3.2
   d. 3 hrs 10 min

8. What statements are true about web timesheets?
   
   a. A web timesheet should be submitted after all hours are worked in a pay period.
   b. When employees submit a web timesheet, they certify that the hours submitted are a true and accurate record of time.
   c. When a supervisor approves a web timesheet, the supervisor is certifying that all information is correct and that the employee worked the hours shown on the timesheet.
   d. None of the above statements are true about web timesheets.

9. What statements are true about proxies?
   
   a. Human Resources can set up a proxy.
   b. An employee can be a proxy for more than one approver.
   c. Approvers must set up at least one proxy.
   d. Proxy set-ups do not work when a supervisor terminates.
   e. None of the above statements are true.

10. Actual hours worked in excess of 40 in any given week will be paid at the following rate:
    
    a. Straight time
    b. Time and a half
    c. Double time
    d. No extra payment
11. What happens if a web timesheet is not submitted by a student hourly employee?
   a. No automatic paycheck is generated.
   b. The Hourly Wage/Student Hourly Manual Timesheet must be submitted.
   c. The Manual Paycheck Request Form AND the Manual Check Request form must be submitted if the department wants the employee to be paid prior to the next scheduled pay day.
   d. All of the above.
   e. None of the above

12. The Check Distribution Organization Code: (circle all that apply)
   a. Is always the budget code being charged.
   b. Is where all checks for an individual are delivered.
   c. Is never the budget code being charged.

13. What statements are true?
   a. A student may be employed as an hourly wage employee.
   b. A graduate student may be employed as a student hourly employee.
   c. A graduate assistant can be employed as an hourly wage employee.
   d. A work study student can be employed as an hourly wage employee.
   e. None of the above statements are true.

14. International students are generally exempt from FICA taxes:
   a. Until they become tax residents of the U.S.
   b. The tax treaty between their country and the U.S.
   c. Regardless of their visa status or tax treaty
   d. None of the above

15. On the Virginia State Tax Withholding Form (VA-4), a student claiming EXEMPT on Line 3 should also complete the following:
   a. Line 1
   b. Line 2
   c. Lines 1 and 2
   d. None of the above
16. What documentation must a student provide when completing an I-9?
   a. A Student Transcript  
   b. An E-1S  
   c. A photo ID and a Social Security card or birth verification  
   d. A voter's registration card

17. When signing the E-1SU, what is the department/budget unit head certifying?
   a. There are sufficient funds available to cover all charges to be incurred by hiring this student.  
   b. All hiring documentation is complete and on file in E-1S Processing.  
   c. The student is registered for the required number of credit hours at a college in Virginia.  
   d. The student is registered for the required number of credit hours at ODU.

18. Which items below are considered falsification of web timesheets?
   a. Misrepresenting hours worked.  
   b. Having an employee submit a timesheet for approval before the hours are physically worked.  
   c. An approver changing an employee’s web timesheet without documenting the change in the comment section and informing the employee.  
   d. None of the above are considered falsification.

19. A regular student must be enrolled for 6 credits in order to be employed in 4025. What is the minimum number of credits a Federal Work Study student must be enrolled in order to be employed in 4028?
   a. 12 credits  
   b. 6 credits  
   c. 3 credits  
   d. 4 credits

TRUE/FALSE

20. If a student employee gets overpaid due to a processing error, the student is entitled to keep all of the money.  

21. If you want to continue employment for the summer for student employees subject to Web Time Entry, you must complete the appropriate EPAF action.
22. It is not important to terminate graduate assistants when they no longer work for you.

23. If a student hourly employee is not taking summer classes, FICA taxes are withheld.

24. Students who sign up for direct deposit should expect their first available paycheck to be deposited immediately following the pay period.

25. When unidentifiable payroll charges are discovered during the review of monthly budget reports, an Accounting Service Request form should be completed and sent to the Office of Finance.

26. An Accounting Service Request form will be processed even if the back-up documentation provided is incomplete.

27. Each department is assigned a specific position number for each type of student employee.

28. Until the E-1SU form is fully processed and a payroll record is created, there will be no web timesheet available for new student hourly employees subject to web time entry.

29. On the Federal Tax Withholding Form (W-4), a student can claim zero (0) allowances on Line 5 and claim EXEMPT on Line 7.

30. If a Federal Work Study student is employed in 4028 and earns more than the FWS award, the student may be required to repay the overage amount.

31. International students employed by the University with an assigned ID number do not need to apply for an actual Social Security number.

32. A student hourly wage employee will not receive an automatic paycheck without submitting a properly-completed web timesheet.

33. An E-1S document can be processed in E-1S Processing regardless of signature authorization.

34. If a student has a Federal Work Study award offer but has not accepted it by signing the "Offer" Letter and turning it in to Student Financial Aid, he/she must do so BEFORE being employed as a 4028.

35. Student employees may generally work more than 20 hours per week.

36. During the same week, a student works for Department A for 25 hours and Department B for 20 hours. The student is NOT eligible for overtime.
MATCH THE FOLLOWING:

37. __4022/4122  a. Federal Work-Study Student
38. __4023/4123  b. Student Hourly (FICA exempt)
39. __4025       c. Grad. Teaching Assistant
40. __4028       d. Grad. Research Assistant
## ANSWERS TO SAMPLE TEST QUESTIONS

1. d
2. a, c, d
3. a and d
4. d
5. b
6. a
7. c
8. a, b, c
9. b, c, d
10. b
11. d
12. b
13. a and b
14. a
15. d
16. c
17. a, b, and d
18. a, b, and c
19. b
20. False
21. True
22. False
23. True
24. False
25. True
26. False
27. True
28. True
29. False
30. True
31. False
32. True
33. False
34. True
35. False
36. False
37. c
38. d
39. b
40. a