



## STUDENT EMPLOYMENT PAYROLL INFORMATION

### Paychecks

- ❖ Once you have completed the payroll clearance process it will take approximately 4 weeks to receive your first paycheck. If you do not receive your payment within 4 weeks, feel free to contact the **Financial Services Help Line at 410-704-5599, option 1** or via email: [finservehelp@towson.edu](mailto:finservehelp@towson.edu)
- ❖ Paychecks are mailed to the address specified on your W-4 until Direct Deposit begins.
- ❖ Paychecks are dated and mailed/direct deposited 12 days following the end of each pay period (every other Wednesday).
- ❖ Pay period end dates and pay dates can be found on the contingent pay calendar located on Towson University's *Payroll Information Page*.

### PAYROLL INFORMATION PAGE

*Go To: Towson University Home Page > Current Students > Jobs and Career > Payroll Information*

**This page will give you access to all things payroll related. Time Sheet Tutorial, Pay Calendars, Payroll Online Service Center (POSC) Sign up Instructions/Link Information, Direct Deposit information, Address Change Form, W2 Tax Statement.**

### Timesheets

- ❖ Timesheets are submitted to the Payroll Office via the web every other Friday by 12 noon. (See the contingent student pay calendar on the *Payroll Information Page* under "Contingent Staff FY2011")
- ❖ Timesheets can be found by going to: Towson University home page> Current Students> Timesheets. Login using your Net ID and password. This will bring up your timesheet menu bar.
- ❖ A timesheet should show in the menu bar for each job held.

### Completing Timesheets

- ❖ Enter time in and time out.
- ❖ Use military time format if you are working multiple jobs or after midnight.
- ❖ Every time you update your timesheet, click "Save Entries".
- ❖ Approve timesheets on or before the due date by checking the approval box, then "Save Entries".
- ❖ Notify your supervisor that your timesheet is ready for approval.
  - **If your supervisor does not approve your timesheet, you will not be paid!**

### Late/Unapproved Timesheets

- ❖ A paper timesheet, signed by both you and your supervisor, must be submitted to the Payroll Office for payment in the next pay period. (Must have original signatures, no faxes or copies will be accepted.)

Student Employees may work a maximum of 20 hours per week during the fall and spring semesters. Students working in more than one department are limited to a combined total of 20 hours per week.

Student employees are FICA (Social Security Tax) exempt if registered for 6 or more credits per semester (including the summer semester).

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### POSC, Payroll Online Service Center

- ❖ This secure web site offered by the State of Maryland maintains Payroll information for all employees.
  - ✓ View/Print Pay Stubs. (12 month rolling history)
  - ✓ Retrieve/Print W2 statement. (3 year history)
  - ✓ Change Address, W-4 Withholding and Direct Deposit information online.
- ❖ Sign up by going to Towson University's *Payroll Information Page*, click the POSC link. Click on "Sign Up".
  - ✓ You will need your Social Security number, the TU agency code (#360224), and your most recent check/advice number found in the upper right corner of your check. For assistance, please contact the Financial Services Help Line @ 410-704-5599, option 1 or via email: [finservhelp@towson.edu](mailto:finservhelp@towson.edu)
  - ✓ To complete the sign up process, click on the "Modify Web Only Access" tab, and select "Web Only Access".



### Direct Deposit

- ❖ All students are strongly encouraged to sign up for direct deposit into either a checking or savings account. The Direct Deposit program gives students immediate access to funds on pay day and is one of TU's green initiatives.
- ❖ The Direct Deposit Authorization Form is available on the *Payroll Information Page*.
  - ✓ To complete this form you will need your bank account number, bank (routing) number and bank name.
  - ✓ Original, signed form must be delivered to the Payroll Office on the 4<sup>th</sup> floor of the Administration Building.
- ❖ It usually takes one pay period before the direct deposit begins. Students can expect one hard copy paycheck to be mailed before the direct deposit is in place. (If your first pay is directly deposited into your bank account, you may contact the Financial Services Help Line for the advice number necessary to sign up for POSC.)
- ❖ Pay stubs for direct deposit are no longer mailed, therefore you need to sign up for POSC in order to view your pay stubs. (See information for POSC above.)

### Address Changes/W-2 Forms

- ❖ It is very important to keep your payroll address current. This is the address used by Central Payroll Bureau to mail your W2 Statement and paychecks.
- ❖ If your payroll address (the address on your W-4) changes, including your campus mailbox, you must either change it on POSC, or complete a Change of Address Form (available on the *Payroll Information Page*) and submit it to the Payroll Office.
- ❖ Changing your address anywhere else on campus DOES NOT change your payroll address.

### Multiple Jobs/Pay Rate Changes

- ❖ If you have multiple jobs on campus, you will complete separate timesheets for each job.
- ❖ You will be paid for all hours at the corresponding hourly rate for each position.
- ❖ Your paycheck shows your initial hourly rate. Pay rate changes will show on the menu bar of your online timesheet.

### **Any Questions?**

**Call the Financial Services Help Line at  
410-704-5599, Option 1**

**Or**

**Email: [finservhelp@towson.edu](mailto:finservhelp@towson.edu)**