

STUDENT EMPLOYMENT PAYROLL INFORMATION



Paychecks

- It takes 4 weeks, on average, to receive your first paycheck after you have completed the clearance process.
 - ✓ If you have not received your paycheck within 6 weeks, feel free to contact the Help Line at 410-704-5599, Option 1
- Paychecks and/or remittance advices are mailed to the address that you indicate on your W-4 (Tax) Form.
- The pay period ends on every other Friday. Paychecks are dated and mailed 12 days later on Wednesday to your local address.

Time Sheets

- Time sheets are submitted to the Payroll Office via the Web every other Friday by noon. (See the Student Payroll Schedule on our website at <http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/Payroll-home.asp>)
- Online training material for completing the Web time sheet can be found at this address: http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/documents/timesheet_training_manual.pdf
- Time sheets are available online by signing in under “Jobs and Careers” at <http://students.towson.edu> using your Tiger account.
 - If you cannot access your computer account or if you see a message indicating you 'have no active timesheet', call the OTS Help Center at 410-704-5151 or send an email to helpcenter@towson.edu.
- Verify that a timesheet for each job that you hold on campus is listed.
 - If a time sheet is missing and you have verified that your supervisor submitted all appropriate paperwork to Payroll, send an e-mail to payroll@towson.edu, listing your name, social security # (or TU ID), department name and supervisor's name.
 - If there are multiple time sheets listed in error, call the Financial Services Help Line at 4-5599.
- Late timesheets (approved after noon on time sheet due date) may not be processed due to deadlines imposed by the State Central Payroll Bureau. These time sheets will be processed on the next pay period.
- Completing time sheets:
 - ✓ Note time in and time out
 - ✓ Use Military time format if you are working multiple jobs. This allows Payroll to verify that hours entered on one job are not duplicated on job # 2.
 - ✓ Every time you update your time sheet, click “Save Entries”.
 - ✓ Approve your time sheet on or before noon on the due date. Check the box to approve your time sheet and then click “Save Entries”.
 - ✓ Notify your supervisor that your time sheet is ready for approval.
- ★ **If your supervisor does not approve your time sheet, you will not be paid!**
 - You can verify that your supervisor has approved your timesheet. Log in as usual and scroll to the bottom of your time sheet. If it has been approved, there will be a note that says “**Approved by Supervisor on mm/dd/yyyy**”.

STUDENT EMPLOYEES MAY ONLY WORK A MAXIMUM OF 20 HOURS PER WEEK DURING THE FALL AND SPRING SEMESTERS WHEN CLASSES ARE IN SESSION. STUDENTS MAY WORK FOR MORE THAN ONE DEPARTMENT BUT ARE LIMITED TO A COMBINED TOTAL OF 20 HOURS IN ONE WEEK.

Direct Deposit

- All students are encouraged to sign up for Direct Deposit to their checking account.
- Benefits of direct deposit:
 - ✓ Automatic deposit of pay into checking account
 - ✓ Immediate access to your funds
 - ✓ No waiting in line at the bank
 - ✓ No risk of paycheck being lost or stolen in the mail
- The Direct Deposit Authorization Form may be completed online at our website: <http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/Forms-Directory.asp>
 - ✓ Complete the form online
 - You will need the numbers (account #) printed at the bottom of one of your checks to complete the form.
 - Be sure to also include your bank's name on the form.
 - ✓ Print it out and sign
 - ✓ Return the original form to the Financial Services Payroll Office, Administration Building, 4th Floor
- It usually takes two pay periods before the direct deposit starts. You will receive a paycheck for two pay periods before the new direct deposit starts. (The same is true if you are changing banks or accounts.)

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Address Changes

- The Change of Address Form may be completed online at our website:
- <http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/Forms-Directory.asp>
 - ✓ Complete the form online
 - ✓ Print it out and sign
 - ✓ Return the original form to the Financial Services Payroll Office (do not fax), Administration Building, 4th Floor
- It is very important to keep your address current since this is where your paychecks and W-2 Forms are mailed.
- If your local address changes (including your campus mailbox), you must complete a Change of Address Form.
- Changing your address with other departments on campus *does not* change your Payroll address.

Multiple Jobs

- If you have multiple jobs on campus, you will still only receive one paycheck with your total pay from all jobs.
- Only one pay rate can be displayed on your paycheck stub, even if your jobs' pay rates differ.
- If you get a new job with another department, then that department must submit a new 311T Form to Payroll. If this is not completed, you will not be paid for your new assignment.

Pay Rate Changes

- Your new rate should display on your electronic (web) time sheet. Divide your number of hours worked into the amount you were paid to determine if your pay rate change was completed.
- Verify the calculations on your pay stub. Feel free to contact the **Financial Services Help Line at 410-704-5599** option 1, if you believe there is a problem.

W-2 Forms

- The Central Payroll Bureau in Annapolis prepares and mails W2 Wage and Tax Statements usually in mid January.
- The Payroll Office does not keep duplicates.
- If you have not received your W-2 Form by the end of January, then you should request a replacement form.
 - ✓ Log onto Central Payroll's website at <http://compnet.comp.state.md.us/cpb/>.
 - ✓ Payroll On Line Service click POSC
 - ✓ Agency code you will need is "360224".
 - ✓ You must have your most current pay stub to secure your record.

Other Information

- All student employees are FICA (Social Security tax) exempt as long as you take 6 or more credits (including during the summer semester).

Any Questions?

Call the Help Line at 410-704-5599, option 1

Email: finservehelp@towson.edu

Visit our website at

<http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/>

Click on Pay & Payroll Systems for:

Payroll schedules

Online Forms