Bi-Weekly Payroll Procedures

The Human Resources Office (HR) at Peru State College (PSC) administers the bi-weekly payroll process for all hourly employees. This document outlines the processes and procedures to utilize and reference in the employment of bi-weekly workers. This document is the property of Peru State College and the College reserves the right to amend this document at any time. Applicable documents can be found at www.peru.edu/hr/student/.

Direct any questions to Human Resources – Administration Bldg. Room 316 – (402)872-2280 or sbaumann@peru.edu.

Please remember that the majority of bi-weekly employees are here first as students, and second, as employees. Their employment is an opportunity to learn about professionalism, time management and work ethic, but their academic needs deserve priority. Student employees should be performing assigned duties during their scheduled hours, and not using work hours for studying.

Definitions:

**Bi-Weekly Employees** – General classification of all hourly paid employees of Peru State College (less than .75 FTE and ineligible for benefits or leave accruals). These positions are temporary in nature and may be discontinued at any time at the discretion of the College without cause or advanced notice.

**Federal Work Study (FWS) Employee** – student who is eligible and has accepted a Federal Work Study Award. FWS employees are eligible to work for an approved off-campus agency if applicable.

**Harding Stipend Employee** – student who has received funding from Peru State College Foundation for part-time employment.

**Departmental Employee** – employee (may not be a student in some situations) who works for a department on-campus.

Applications & Interviewing

Bi-weekly employees are **required** to complete a Peru State College Employment Application prior to employment beginning. To assist the hiring department, HR strongly encourages supervisors to request this document prior to interviewing/offering a position, however is not required. Departments will not modify the original PSC employment application or use another application. Additional questionnaires or materials used in the hiring process need HR approval prior to use.

A printable PSC Employment Application is available at www.peru.edu/hr/student.

All applications will need to be sent to HR when a department completes their search.

Interviews for a position, while not required, are also encouraged for not only finding the most qualified candidate but also the experience associated with a job interview.

Hiring Guidelines:

- Must be 18 years old, unless an enrolled freshman at Peru State College (see application).
- Preference should be given to current Peru State students.
- Bi-weekly employees cannot be supervised by a family member.

Upon an offer and acceptance of a position, supervisors need to complete the **PSC Bi-Weekly Employment Verification Form** and direct the student to bring the Bi-Weekly Employment Verification Form to the HR office. The HR representative will then give the employee the Bi-Weekly Employee Packet.

ALL bi-weekly employees need to have a completed bi-weekly employment packet on file in Human Resources. Employment **cannot** begin until all paperwork is complete and verified with HR.
New employees to Peru State College will need to complete the “New Bi-Weekly Employee Packet” which includes:

- Bi-Weekly Employee Information Sheet
- PSC Employment Application (supervisor send to HR if submitted in application process)
- I-9, Employment Eligibility Form; bring original IDs to HR (acceptable forms on page 9 of I-9)
- W-4, Federal Income Tax Withholding
- Drug Free Workplace / Reasonable Cause Drug & Alcohol Testing page
- Direct Deposit form; include a voided check (original, not a copy of voided check)
- Criminal Background Check Form

*all forms will need to be completed*

Returning PSC FWS and Student employees will need to:

- Come to HR to verify all materials are current and up to date in their Bi-Weekly payroll file.

Upon completion of HR requirements, employees (both new and returning) will receive the Bi-Weekly Employment Verification form to return to the hiring supervisor. Upon receipt the supervisor will fill in the actual 1st day working, rate of pay, sign the form and return to HR before the 1st day of employment.

**Criminal Background Checks**

**Board Policy 5040 available at www.nscs.edu**

In compliance with the Nebraska State College System Board of Trustee’s Policy 5040 Criminal Background Checks; Employees (adopted 01/14/2014; revised 06/10/2014), the College shall conduct criminal background checks for students and temporary employees who are offered employment in any of the positions listed below. Additionally, criminal background checks for students employed in other areas may be conducted as determined necessary at the discretion of the College. Successful completion of a criminal background check will be a term and condition of employment.

The College shall conduct criminal background checks on temporary and student employees as designated below:

1. Any employee working in a College child care center, preschool program, “Kiddie College”, residence hall, any type of athletic/academic camp or event involving minor children (under the age of nineteen (19) years);
2. Any employee with access to money or financial information of the College or System;
3. Any employee with access to campus master keys;
4. Any employee with access to confidential student/employee information;
5. Activity center staff;
6. Athletic staff positions including any level of coaching staff, managers, athletic trainers/assistants;
7. Bus drivers;
8. Graduate Assistants;
9. Housing and residence life staff;
10. Information technology employees; and,

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Note: **Work Study Programs**. College students working under federal work study programs at off-campus locations will not be subject to background checks pursuant to this Policy. Prior to making payroll arrangements to assign work study students to community employers (generally not-for-profit organizations or public schools), the College must enter into a signed agreement with the community employer to clarify that the College is not responsible for conducting a background check on the student to determine the suitability of such community placements.

Note: **International Students**. International student employees who have resided in the United States for less than six (6) months, will not be subject to a criminal background check at the time of initial hire given that there will be no history available. After a period of six (6) months, they will be subject to criminal background checks on an ongoing basis in accordance with this policy.

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Final results of all background checks are retained within the HR office and upon request, a copy may be sent to the individual upon whom the check was completed.
Bi-Weekly Time Limitations

NSCS Board Policy 5010 available at www.nscs.edu

Temporary Employees - This category includes hourly employees such as seasonal, special events, short term replacements, and other employees who are hired into non-budgeted positions. Temporary employees shall not work more than twenty-four (24) hours in any given week. An exception to that limitation may be allowed by the Vice President of Administration and Finance, so long as the total number of hours worked in a year does not exceed one thousand four hundred fifty-six (1,456) during the twelve (12) month calendar year. Temporary employment opportunities may be posted at the discretion of the College. Temporary employees shall receive a letter at the time of hire explaining the limited nature of their position. Temporary hourly employees shall be paid through bi-weekly payroll.

Student Employees - This category includes all employees whose primary occupation or involvement is that of student. Regardless of the funding source, student employees may not work more than one thousand four hundred fifty-six (1,456) hours during the twelve (12) month calendar year. Student employees may work in more than one position as long as their total number of hours worked does not exceed twenty-nine (29) hours a week in the academic year and 40 hours a week during the summer.

a. International students or non-resident alien student employees who are on F-1 Visas are not allowed to work more than twenty (20) hours per week during the regular academic year. These students can work a maximum of forty (40) hours per week during the summer, or during campus breaks in the academic year. International students may not begin working until they have received an assigned social security number/card.

b. Work Study student employees may not work more than twenty (20) hours per week during the academic year in which they receive work study funds per NSCS Board Policy 5010. Work Study employees can work in more than one position (work study and departmental); however an employee with work study cannot work more than (20) hours in their work study appointment in a week, nor exceed twenty-nine (29) hours a week during the academic year or forty (40) hours per week in the summer. A student may only have one work study appointment at a time.

Graduate Assistants
Graduate Assistants cannot hold a bi-weekly position in addition to their main appointment.

Supervisors and employees are responsible for insuring that hours are not exceeding the above limitations.

Time Trackers – www.psc.edu/hr/student
Two versions of a Time Tracker Excel spreadsheet have been developed to assist supervisors and/or bi-weekly employees with tracking of time worked. The FWS spreadsheet allows individuals to fill-in award amounts for the semester and see remaining amounts/hours available, whereas the hourly tracker is for cumulative hours worked only. Both are built using the last day of the pay week. Neither document is to be submitted to HR, they are to assist supervisors/employees.

Overtime
Bi-weekly employees should not be allowed to work overtime (over 40 hours per week). However, if more than 40 hours are worked in a week, PSC is required to pay time at one-and-one-half the regular rate. If an employee works in more than one position on campus, hours worked from all jobs are added together to determine overtime eligibility.

Time Records
Individual bi-weekly time records are to be turned in weekly to the HR/Payroll Office, by 12:00 pm on Mondays (exception of holidays and/or campus closure; then due Tuesday by 12:00 pm). Time records received after 12:00 pm on the Monday following the end of the pay period will not be guaranteed for payment during the current pay cycle. Electronic signatures are considered as effective and valid as the original, allowing forms to be submitted electronically, however paper copies are also allowable. As the employee/supervisor, your signature on the time record is confirming the accuracy and truthfulness of actual time worked.
Hours should be recorded as they are worked (daily) and not prior to the work occurring. Time records are to be used for recording actual time worked and not used as a schedule. If time is worked but not recorded correctly, a time record for that week should be submitted as soon as possible. Do not carry hours forward/back to meet time limitations, time must be accurately reported for the hours worked on the specified day.

All hours should be reported using quarter hours (i.e. .25, .50 or .75). Time should be rounded-up to the next quarter hour if it falls in between.

Time records need to be completed and signed in ink. Records should not be submitted in pencil. Records missing employee or supervisor signature may not be processed until signatures are complete.

Any corrections or alterations to a time record need to be initialed (do not use correction tape or white out). If changes are made after signed by the employee, the supervisor needs to initial and provide a copy of the changed record to the employee. In the event a correction/change is made in HR, an email will be sent to the supervisor and employee noting the alteration.

The following will be reviewed prior to payment processing:
- Employee/Supervisor signatures
- Personnel Number
- Department Number
- Position Number
- Cost Center
- Hourly Rate
- Work study indicator; failure to mark this will charge 100% of wages to department cost center.
- Correct entry of dates and time, as well as total of hours worked.

Missing information or illegible handwriting may delay processing and payment, as these documents will be returned for correction(s).

Human Resources is not responsible for hours not submitted by a supervisor for bi-weekly employees who have worked during the pay period. Hours submitted after the deadline will be paid during the next available cycle.

Pay advances against future earnings are not permitted.

**Employee Separations**

If a bi-weekly employee ends employment; please note the date in the space provided on the time record.

**Payroll Information**

Bi-weekly worker hours are paid every two (2) weeks; with the work week being Friday through Thursday. The first direct deposit will be made two weeks after the first pay period ends, and then every two weeks thereafter. Paydays are every other Thursday. See schedule at [www.psc.edu/hr/student](http://www.psc.edu/hr/student).

Direct deposit is mandatory for all employees; pay stubs indicating the amount deposited can be accessed through Employee Self Service at [https://firefly.nebraska.edu](https://firefly.nebraska.edu) – accessed with NUID and password as established. Contact HR if there are complications accessing ESS.

**Pay Rates – updated January 1, 2015**

Bi-weekly employees Nebraska minimum wage is $8.00 an hour.

**W-2s**

Bi-weekly employees are encouraged to sign-up for the electronic W-2 through Firefly aka Employee Self Service. Bi-weekly employees who separate prior to December 31 will automatically be mailed a printed W-2 to the permanent address in ESS in January.
Social Security & Medicare Taxes
Students currently enrolled at PSC, meeting minimum enrollment requirements, and who are employed thru PSC are exempt from social security. If a bi-weekly employee does not meet the minimum threshold of credit hours for exemption, social security and Medicare taxes will be withheld from the employee’s pay and the department/office will be responsible for the total amount of wages earned, including FICA/Medicare taxes.

Employment/Wage Verification
Please forward all requests for employment or wage verification to Human Resources for completion. This includes requests from the Departments of Labor, Health and Human Services, and Unemployment. Other examples would be from a housing agency or mortgage broker. Failure to complete these forms in a timely and accurate manner can be detrimental to either the employee or college or both parties.

Disciplinary Action and/or Dismissal
Prior to taking any disciplinary or dismissal actions, please contact Human Resources.

Dress Code
The work environment generally dictates the level of appropriate dress. Supervisors may provide guidance regarding what is appropriate and inappropriate in the workplace. Generally unsuitable apparel can be determined if it creates a distraction interfering with the individual’s work or co-workers, or is advertising offensive and/or inappropriate material. If apparel is inappropriate, a supervisor may request an employee to leave work to change.

International Students
International students who hold F-1 visas (and have already obtained a social security card/number) may work on the PSC campus up to 20 hours per week while classes are in session and up to 40 hours per week during school breaks. Federal tax guidelines for completion of the W-4 are available in Human Resources. International students may not begin working until they have received an assigned social security number/card.

Students on Optional Practical Training (OPT) or Curricular Practical Training (CPT) may work more than 20 hours per week but must fall within Board of Trustees Policy 5010 requirements of 24 hours per week or 1,546 hours per year.

An international student who is also a Resident Assistant/Senior Resident Assistant, may only work a total of 20 hours per week while classes are in session. An RA may be employed in another job on campus for an additional 5 hours per week. If they are a Senior Resident Assistant, they have already met their 20 hour limitation and may not be employed in another position on campus.

Work Locations
Bi-weekly employees need to be working in environments where supervisors can verify their physical presence and quantity and quality of hours worked. Telecommuting is not allowed for bi-weekly student employees.

Operation of Vehicles
Bi-weekly employees should not be requested or required to use a personal vehicle to conduct college business. Issues regarding liability and worker’s compensation exist and can be discussed with Human Resources.

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