

Bi-Weekly Guidelines

The Human Resources Office (HR) at Peru State College (PSC) administers the bi-weekly payroll process for all hourly employees. This document outlines the guidelines to reference in the employment of bi-weekly employees. This document is the property of Peru State College and the College reserves the right to amend this document at any time.

Direct any questions to HR: Administration Building, Room 316 – (402) 872-2280 or abridgmon@peru.edu.

Remember, the majority of bi-weekly employees are here first as students and second, as employees. Employees should perform assigned duties during their schedule hours, not studying.

Definitions:

- **Bi-Weekly Employee:** A general classification of all hourly paid employees of PSC (less than .75 FTE and ineligible for benefits of 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. (*Cost Center 74-5511-4312-021*)
- **Harding Stipend Employee:** Student who has received funding from PSC Foundation for part-time employment. (* WBS 77-7512-5700-742*)
- **Non-Student Employee:** Employee who works for a department on-campus.

Applications:

Bi-weekly employees are **required** to complete a PSC Employment Application. 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**.

If you receive an application, please send them to HR when a department completes their search.

Hiring Guidelines:

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

Hiring Document Information:

- **Direction Deposit:** Mandatory for all employees – pay stubs indicating the amount deposited are available through Employee Self Service at <https://firefly.nebraska.edu>.
- **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. The College conducts criminal background checks for students and temporary employees who are offered employment in any of the positions

listed in Board Policy 5040. Additionally, criminal background checks for students employed in other area may be conducted as determined necessary at the discretion of the College. Successful completion of a criminal background check is a term and condition of employment: could take up to 5-10 days.

HR office retains results of all background checks. Upon request, the employee may pick up a copy in the HR office.

Note: **International Students** – International student employees, whose residence in the United States is less than six months, are not subject to a criminal background check at the time of initial hire given there is no history available. After a period of six months, they are subject to criminal background checks on an ongoing basis in accordance with this policy.

- **Bi-Weekly Time Limitations: NCS Board Policy 5010 available at www.nscs.edu**
Temporary Employees: Temporary employees shall not work more than 24 hours in any given week. An exception to that limitation may be allowed by the Vice President of Administration and Finance as long as the total number of hours worked in a year does not exceed 1,456 during the 12-month calendar year.
**However, if more than 40 hours are worked in a week, PSC is required to pay time at 1 ½ 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.*

Student Employees: Student employees may not work more than 1,456 hours during the 12-month calendar year.

- a. International students or non-resident alien student employees who are on F-1 Visas are not allowed to work more than 20 hours per week when school is in session or no more than 40 hours per week when school is not in session, including summer and semester breaks. International students may not begin working until they received an assigned social security number/card.
- b. Work study student employees may not work more than 20 hours per week during the academic year in which they received work study funds.

International Students: 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 five hours per week. Senior Resident Assistants have already met their 20-hour limitation and may not be employed in another position on campus.

Supervisors and employees are responsible for ensuring that hours do not exceed the above limitations.

Payroll & Timecards:

- **Payroll Schedule:** Bi-weekly payroll is paid every two weeks; the workweek begins Friday and ends Thursday. The first direct deposit is made two weeks after the first pay period **ends**, then every two weeks hereafter. Payday is every other Thursday: see schedule at www.peru.edu/hr/student, 2018 Bi-Weekly Payment Schedule.
- **ESS Time Entry:** Most bi-weekly employees will enter their time daily into Firefly. Employees must release all hours Thursday after the last shift to ensure supervisors have time to approve the hours by noon Friday.

Hours should be recorded in Firefly as they are worked (daily) and not prior to the work. Time records are used for recording **actual time worked** and **not as a schedule**. Do not carry hours forward/back to meet time limitations, time **must** be accurately reported for the hours worked on the specified day.

Please tell students to save their hours daily and only submit/release them once by midnight every Thursday.

Once time records are approved by the supervisor in ESS, **corrections cannot be made**. As the supervisor, you will need to contact Angi at ext. 2280.

- **Paper Timecards and ESS Times:** Timecards and ESS Times are due Friday by noon every week.

If time records are submitted via paper, they must be completed and signed in **ink**.

Records missing employee or supervisor signature are not to be processed until signatures are complete. Email timecards to abridgmon@peru.edu.

Paper timecards with corrections or alterations need employee's initials. If changes made after the employee signs, the supervisor needs to initial and notify employee of changes.

The supervisor needs to review the following information prior to approving hours:

- Attendance (Temp or Federal Work Study (WSR))
- Cost Center
- Correct entry of dates and time, as well as total of hours worked

HR is not responsible for current pay period hours **not** submitted by a supervisor for bi-weekly employees. Any hours submitted after the deadline will result in pay occurring on the next pay date. PSC does not permit pay advances.

- **Pay Rates: Updated January 1, 2016**
Bi-weekly employees – Nebraska minimum wage is \$9.00 an hour.

- **Employment/Wage Verification:** Please forward all requests for employment or wage verification to HR for completion. This includes requests from the Departments of Labor, Health and Human Services, Unemployment, etc.

Additional Information:

- **W-2s:** Bi-weekly employees are strongly encouraged to sign-up for the electronic W-2 through Firefly (Employee Self Service). Bi-weekly employees who separate prior to December 31 will be mailed a printed W-2 to the permanent address in ESS in January.
- **Employee Separations:** If a bi-weekly employee ends employment, please note the date and send an email to abridgmon@peru.edu. If the employee is a FWS student, include financialaid@peru.edu in the initial email of separation. Prior to taking any disciplinary or dismissal actions, please contact HR.
- **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.

Please contact Angi Bridgmon at abridgmon@peru.edu or at 402-872-2280 if you have any additional questions.