



Office of Accounting Services Payroll Division

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On Getting Student Employees Paid

1. Load the student's form on DSGT the **same day** they are hired. For U.S. students, a completed I-9 (including copies of acceptable documents) must be attached to the form. If the student is not from the U.S., make sure he/she has a valid work permit from the International Student Office before they work.
2. Expect the printed form within two working days after it is loaded.
3. It is *imperative to follow up* on student employee forms. If the printed form is not received within two working days, call the Payroll Office immediately to request a reprint of the form.
4. When the printed form is received, check all data. Call the Payroll Office if any information is incorrect. Payroll will correct the form on the HRM system and order another form for you, if necessary. Again, the form should be received within two working days.
5. On the **same day** that the form is received, please obtain the appropriate dean and director signatures, attach required documents and route the form to the Student Aid Office if that department is marked. If Student Aid's approval is not required, route the form and required documents directly to the Payroll Office. For initial appointments, the required documents are a Student Employment Data form (application) which includes the loyalty oath, an I-9 form, federal and state tax forms, and a direct deposit authorization. Students may establish direct deposit on their PAWS account.
6. Check the form's status on the DTRN or PTRN screen on HRM:
 - a. If the form went directly to Payroll, the status should be current (C) within two working days. Check the form status on the system at this time and call Payroll if status is not current.
 - b. If the form went to Student Aid first, the status should be current in about four working days. Here again, check the form status on the system at this time and call Payroll if status is not current.
7. An ETA program established in October 2001 should load the student employee on ETA the **day after** the form is current on HRM. The program works for all appointment forms for students. Verify that employees are on ETA.
8. Enter each employee's work hours on ETA at end of pay period and have the ETA timesheet in the Payroll Office by 10:00 am on the Monday following the end of the pay period.
9. Assuming completion of the above steps, the student may expect to be paid on the scheduled student payday. If record of a check does not appear on the distribution sheet for student payroll or supplement payroll, call Payroll.
10. On the distribution sheet, make sure the check amount is correct and the proper account(s) have been debited and/or credited. Call the Payroll Office immediately if they are not.