



# PAYROLL SERVICES

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# How well do you know Payroll Information?



The following true and false questions will tell us!

Be Prepared

Be Aware

**Get PAID!**

Paid Students = Happy Students

Happy Students = Happy workplaces

# TRUE OR FALSE:



If the student is **NEW** to student payroll there are additional forms for them to complete.

# TRUE OR FALSE:



If the student is **NEW** to student payroll there are additional forms for them to complete.

**TRUE!**

# TRUE OR FALSE:



If the student is **NEW** to student payroll there are additional forms for them to complete.

**TRUE!**

A New Hire packet which contains the I-9, Tax forms & Retirement Election page must be completed.

Remember FSA is a different Payroll!

# TRUE OR FALSE:



A Pink Appointment form only has to be submitted once to cover the student for all academic years they will be working for the department.

## TRUE OR FALSE:



A Pink Appointment form only has to be submitted once to cover the student for all academic years they will be working for the department.

**FALSE!**

## TRUE OR FALSE:



A Pink Appointment form only has to be submitted once to cover the student for all academic years they will be working for the department.

**FALSE!**

Pink Appointment forms have four duration options you can select: Fall Only, Spring Only, Fall & Spring, & Summer.

If a student is working the full academic year as well as summer, TWO appointment forms must be completed. One for Fall & Spring, and one for Summer.

# TRUE OR FALSE:



The hourly rate and appointment effective date on the Pink Appointment form are not required.

# TRUE OR FALSE:



The hourly rate and appointment effective date on the Pink Appointment form are not required.

**FALSE!**

# TRUE OR FALSE:



The hourly rate and appointment effective date on the Pink Appointment form are not required.

**FALSE!**

Without this information the paperwork is incomplete and may cause a delay in payment.

# RATES:



## Typical Pay Rates:

- First Full Academic Year – 7.25
  - Second Full Academic Year – 7.50
  - Third Full Academic Year – 7.75
  - Fourth Full Academic Year – 8.00
- 
- A Full academic year consists of about 16 pay periods before they are eligible for the increase.

# TRUE OR FALSE:



Unmarked or Incorrectly marked check sort codes are OK as long as you write your department on the front of the Pink Appointment or Work Study Referral.

# TRUE OR FALSE:



Unmarked or Incorrectly marked check sort codes are OK as long as you write your department on the front of the Pink Appointment or Work Study Referral.

**FALSE!**

# TRUE OR FALSE:



Unmarked or Incorrectly marked check sort codes are OK as long as you write your department on the front of the Pink Appointment or Work Study Referral.

**FALSE!**

ALWAYS check the appropriate check sort code on the back, this determines where the student's paycheck will be sent. If a student works in two departments make sure you select the one they want their check sent to.

# TRUE OR FALSE:



The Student Payroll Schedule will inform the student of when paperwork and timesheets are due, as well as when to expect a paycheck.

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**TRUE!**

# TRUE OR FALSE:



The Student Payroll Schedule will inform the student of when paperwork and timesheets are due, as well as when to expect a paycheck.

**TRUE!**

Late paperwork/timesheets = Late paychecks.

# TRUE OR FALSE:



Students can work and be paid overtime.

# TRUE OR FALSE:



Students can work and be paid overtime.

**FALSE!**

# TRUE OR FALSE:



Students can work and be paid overtime.

**FALSE!**

Students are allowed to work :

- 20 hours per week when classes are in session
- 40 hours per week during summer/breaks

# TRUE OR FALSE:



Work Study Students can go over their award amount.

# TRUE OR FALSE:



Work Study Students can go over their award amount.

**FALSE!**

# TRUE OR FALSE:



Work Study Students can go over their award amount.

**FALSE!**

Encourage your Work Study students to track their award amount on the back of the Payroll Schedule.

Work Study Students work around 8 hours per week.

# TRUE OR FALSE



Color Coded Envelopes indicate that the information inside needs Payrolls immediate attention.

# TRUE OR FALSE



Color Coded Envelopes indicate that the information inside needs Payrolls immediate attention.

**TRUE!**

# TRUE OR FALSE



Color Coded Envelopes indicate that the information inside needs Payrolls immediate attention.

**TRUE!**

These indicate time sensitive documents that need to be processed.

Don't Destroy Them! – They get reused  
Need More? – Call Payroll!

# TRUE OR FALSE:



Timesheets that are not legible will still be paid.

# TRUE OR FALSE:



Timesheets that are not legible will still be paid.

**FALSE!**

# TRUE OR FALSE:



Timesheets that are not legible will still be paid.

**FALSE!**

If we can't read it, we can't pay it.

# TRUE OR FALSE:



F-numbers can be used in place of social security numbers on timesheets.

# TRUE OR FALSE:



F-numbers can be used in place of social security numbers on timesheets.

**FALSE!**

## TRUE OR FALSE:



F-numbers can be used in place of social security numbers on timesheets.

**FALSE!**

We now only ask for the last four digits of the social security number on timesheets.

# TRUE OR FALSE



The Payroll Office will mail student checks home.

# TRUE OR FALSE



The Payroll Office will mail student checks home.

**FALSE!**

# TRUE OR FALSE



The Payroll Office will mail student checks home.

**FALSE!**

It is up to the Department as well as the Student to make arrangements for any check that needs to be sent home.

Remember: Payroll does NOT sort or distribute the checks.

# FACTS & INFORMATION



Leave the SRCA (Security, Responsibility & Confidentiality Agreement) ATTACHED to the Pink Appointment & Work Study Forms.

If you have to detach it for whatever reason – REATTACH IT before you send it to the Payroll Office.

**Original forms MUST be sent to Payroll. You keep the copy.**

# FACTS & INFORMATION



- Encourage Direct Deposit!!!!!!!
- Inform Payroll about student position vacancies.
- Verify the accuracy of timesheet hours before submitting to Payroll.
- Have a secure place to keep your students timesheets and paychecks.
- Work Study is based on FAFSA results so a student may have Work Study one year & not the next. Do not assume that your current students will be back the following year.

# OFFICE INFORMATION:



The majority of the forms and information you will need can be found on the Payroll Services website!

<http://www.fredonia.edu/admin/payroll>

Further Questions?

Please call and ask (x3775)!

**\*\*Please note: The Payroll fax number is listed wrong in the directory. The correct fax number is 673-3630.**

The Payroll Office is located in the AOC – right next to the services complex.