Student Employee Work Hour Restrictions

- No more than 40 hours per week
- No more than 130 hours per pay period
- International employees in the US on an F-1 visa are restricted by federal law to no more than 20 hours per week when school is in session.
- Graduate Assistants have additional work hour rules associated with that program (contact the Office of Graduate Studies for more information).

Payroll Services

International Employees – If you are from a country with a treaty with the United States and you are eligible under the provisions of the treaty then you can apply for treaty benefits through payroll. To do this, please fill out the CONRA form and treaty documents by January 10th of each tax year.

Payroll Advances – All employees may have a maximum of two emergency payroll advances per calendar year. To apply fill out the Payroll Advance Request Form (available online or at the Office of Human Resources) and attach a copy of your time sheet with approval signatures. If you turn this in to the Office of Human Resources by 5 pm on Monday your advance will be available at Cashier’s by 4 pm on Tuesday or if you turn in your advance request by 5 pm on Wednesday your advance will be available at Cashier’s by 4 pm on Thursday. The advance will be collected by payroll deduction from your next pay check. You will need to submit your original time sheet in the usual way for payroll processing. Payroll advances are not available after payroll has closed for the month.

Direct Deposit – You may elect to have your paychecks deposited directly to your bank account on payday. You simply need to fill out the Direct Deposit Authorization Form through the PSU Information System (www.banweb.pdx.edu). If you choose this option you will receive an e-mail confirmation of your direct deposit each month. Direct Deposit is available only on the regular payroll run. If you are paid outside of the regular payroll for any reason you will receive a paper check.

Payroll Guide for Web Time Entry Employees (Student, Temporary and Hourly Wage Agreement)

Pay Schedule

The hourly pay cycle begins on the 16th of one month and ends on the 15th of the next month. Hours worked during that time period are paid on the last business day of the second month. For example, hours worked from 4/16/13 to 5/15/13 are paid on 5/31/13.

Payroll Deadlines

- Electronic time sheets must be submitted by the end of day on the 16th of each month.
- All other documents are due on the 10th of each month to be effective for that month.

How to Enter Your Hours

1. Log into your account at www.banweb.pdx.edu
   a. “PSU ID” is either your system generated ID number (9xxxxxxx), your SSN or username.
   b. Enter your password.
2. From the Main Menu select “Employee”
3. From the Employee Menu select “Timesheet”
   a. If you have more than one job, then select which time sheet you want to work with.
4. Select the time period you wish to view. Click on “Select.”
5. Click on “Enter Hours”
   a. Student Employees
      i. If this position is a work-study position, then enter hours only on the work-study line. If this position is a regular position, then enter hours only on the regular wage line.
   b. Temporary Employees
      i. Enter your hours on the Regular Pay line.
   c. Wage Agreement Employees
i. If you are paid by the hour then enter your time on the Academic Wages & Other Academic Pay line (1st of 4).
ii. If you are paid by the unit (i.e., per test graded), then enter the total units on the Other Academic Pay – Units line (3rd of 4).

6. Enter times in and out in the correct format (e.g., “8:00”). Ensure that the “AM/PM” indicator is correct on each entry.

7. **Save each day before moving on to the next day.**
8. Click on “Next Day” to enter your time day by day.
9. Click on “Timesheet” to get back to the main time sheet view.
10. Submission of your time sheet for approval – click on the ‘SUBMIT’ button.
   a. In order to be paid on payday you must submit your time sheet by the end of the day on the 16th of each month.
   b. If you submit after this deadline, please contact your time sheet approver to let them know about the late submission.
   c. Preview your time sheet prior to submission. Submit your time sheet only once per month before the 16th and NOT each day.
   d. If needed, print a copy from this view by choosing the print icon on your internet browser. Return to main time sheet view by clicking on “Previous Menu.”

11. After selecting the “Submit” button a new screen will appear titled “Certification.” Enter your password. This is your electronic signature.
   a. If the “Certification” screen does not appear, then you are not actually submitting your time. Log out, log back in and please try again. The system will flash a message when you have submitted successfully.

12. Check back in a few days to ensure that your time sheet was approved. If it wasn’t please contact your supervisor immediately.

### Time Sheet Status Indicators

**Not Started**

No entry has been done on the time sheet.

**In Progress**

Your time sheet has NOT been submitted to your supervisor for approval.

**Pending**

Your time sheet HAS been properly submitted and is awaiting approval.

**Error**

There is a problem with your time sheet and it cannot be properly submitted or approved.

**Returned for Correction**

Your time sheet was properly submitted, but your approver found an error on it -- fix the error and then re-submit your time sheet.

**Approved**

Your time sheet is approved and is awaiting payment action.

**Complete or Override**

Payment action has been taken on the time sheet.

### FAQs

**Why can’t I access my time sheet?**

You don’t have a job set-up on the system yet. Please check with your supervisor that an EPAF (student employees) or letter of offer (temporary and wage agreement employees) has been submitted for you. Or, there is an issue with the approval set-up in the system. Your supervisor will need to contact HR to resolve the issue.

**Why is the pay rate wrong?**

Pay rates for student employees are updated when the time sheet is approved. If it was not corrected at the time it was approved then please contact your supervisor immediately.

Pay rates for temporary and wage agreement employees are set by the letter of offer. Please ensure that your supervisor submitted a revised letter to adjust your pay rate.

**Why can’t I submit my time sheet?**

There is an error on the time sheet such as overlapping hours. Please print a copy and take a closer look to catch the error. Or, you are attempting to submit 30 days after the end of the pay period. You will need to print and submit a paper copy of the time sheet to your supervisor for signature then bring the signed time sheet to Human Resources.

**My wages are paid from a grant account. Do I still need to submit my hours online?**

Yes. The grant accounting will be done concurrent to your being paid on time.

### Reminders

- If you file “Exempt” on your W-4, you must renew this status each year by February 15th.
- If you are an international employee, you must renew the CONRA form every year by January 10th.

### Enrollment Requirement for Student Employees

Student employees must be enrolled for 6 credits undergraduate or 5 credits graduate for 3 of the 4 terms during the year in order to be eligible for a student position on campus.