

## Student Employee Payroll Information

### General Payroll Information:

- Student employees are paid monthly. To be paid for a given month, you must submit your WIN timecard by midnight on the last day of that month.
- Your paycheck or direct deposit should arrive by the 9<sup>th</sup> of the following month. If you have any concerns about the arrival of your pay, contact the payroll department by emailing [payroll@wfu.edu](mailto:payroll@wfu.edu).
- Direct Deposit of your pay is strongly encouraged. If you have not set up your payroll on direct deposit and would like to, please come by Room 335 to fill out an authorization form. You will need to bring a voided check or deposit slip with you. If you do not have either, most banks will provide a letter we can use instead.
- **After you set up direct deposit, your first paycheck will still arrive as a paper check.** All subsequent checks should show up in your bank account by the 9<sup>th</sup> of the following month.
- You should receive a W-2 tax statement by the end of January. This form is normally mailed to the address you provided on your W-4 form. If you have any questions about where your W-2 was sent, contact the payroll department by emailing [payroll@wfu.edu](mailto:payroll@wfu.edu).

### Payroll Procedures:

- Each employee has a paper timecard, found in the employee office near the Information Desk. Let the staff in Benson 335 know if we have spelled your name incorrectly on your time card or if your time card is missing. The time clock is also located in the employee office. There are instructions for using your time card printed on each time card.
- Be sure to clock in and out each time you begin or end a shift. If you forget, you may write the time in, but you must have it initialed by your student manager or job station supervisor ASAP. Failure to follow this procedure can result in disciplinary action.
- Entering time in WIN: begin by logging on to WIN like you would normally, then go to your Personal tab:
  1. In Personal, click on Timecard. Your Timecard will open and the first thing you will notice is that it is started for the current month. Only the current month will be available to you. You cannot go back to edit previous months.
  2. You may start entering your hours by going to the pull down menu under the heading Date. Choose the date you are entering information for. It is important that the correct

- date is entered so that your supervisor can verify that you indeed worked the hours you submit.
3. Tab over and enter your starting hours. Then tab over and enter your ending hours. Be sure to specify AM or PM.
  4. When filling in your time, please enter your times exactly as they appear on the paper timecard. If you came in at 2:47 and left at 4:44, enter those times in WIN as is, WIN will add all of your times together and calculate times accordingly (see Total Time Worked at the bottom of the screen).
  5. You may enter more than one set of hours for the same day, just click Update at the bottom of the screen so that you can add another line. For example, if you work a shift in the morning of September 15th and then work another shift later in the day on the same day, you can enter both sets of hours, just create another line for September 15th.
  6. You may not enter hours for a day that has not occurred yet. You cannot enter hours for September 16th while it is still September 15th. However, if you forget to enter your hours on the 16th, you can still enter your hours for the 16th at any point for the rest of the month, just as long as you enter them before midnight on the last day of the month.
  7. The Comments section is to let us know any information we may need to know about these hours.
  8. Do not click the Submit button until you are ready to submit your hours for approval for the month. If you do this accidentally, do not panic. Email Amy at mohanab@wfu.edu and let her know of the mistake and she can correct it.
  9. When you are done entering your hours for a day, click the save button. Then once you have confirmation that your hours are saved, you may exit.
  10. Before midnight at the end of the month, you will need to submit your hours for the month. If you forget to submit your hours, check your email the next day as you will be receiving an email stating your timecard has been rejected. **Once this email arrives, you will have another chance to submit your timecard. Take care of this immediately or you may not receive your paycheck for that month.**
  11. If you have any questions about this process, please talk to your student manager. If you are having problems with WIN, you will need to call the HELP desk, xHELP (x4357).

Note: It is extremely important that your WIN hours match the hours on your paper timecard. **Do not estimate your hours. Be aware that consistent inattention to your payroll responsibilities may result in disciplinary action, as well as a delay in delivery of your paycheck.**