Congratulations for being selected as an hourly student employee at Kansas State University!

This session provides Kansas State University (KSU) policies and procedures regarding your position as a hourly student employee and provides information to assist you with recording work hours.
To be eligible for employment as an hourly student employee, you must be at least 16 years old (18 years old for employment in the Division of Facilities) and enrolled at K-State in no fewer than six credit hours during the fall and spring semesters.

Enrollment is not required during the summer to be eligible as an hourly student employee if you were enrolled in at least six credit hours the preceding spring semester or if you are pre-enrolled in the upcoming fall semester in at least six credit hours.
Work Week

Begins at 12:01 a.m. Sunday

Ends at 12:00 midnight Saturday

The work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. Hourly student employees must record hours worked one of three ways. On-line in Employee Self Service, using a time clock system, or using the K-State Time and Leave Document.
Bi-Weekly Pay Periods and Pay Dates

Each pay period is two weeks and you’re paid two week in arrears. In other words, it could take as long as 28 days from your hire/start date until you actually receive your first pay check. Pay day is normally on Friday, two weeks after the end of the pay period.

For Example:
Sunday, January 22, 2012, the pay period began at 12:01 a.m. and ended at 12:00 midnight on Saturday, February 4, 2012. The pay day for this pay period was Friday, February 17, 2012.

You may ask your supervisor or department personnel specialist for a copy of the Bi-Weekly Pay Periods and Pay Dates. Or, you may access the Web site listed here. This chart will assist you with keeping track of the pay periods and more important … the pay dates.
K-State policy and procedures state that

. . . as an hourly student employee, you need to limit the total number of hours worked to 30 hours per week when classes or final exams are in session for three full days or more per week.

. . . as an hourly student employee, if you hold a F-1 or J-1 visa, you are limited during the academic year to 20 hours of work per week.

. . . if you are employed in multiple K-State positions, the sum of hours worked in all K-State positions and/or departments may not exceed these limits. Examples:

* If you work in two positions … one position in the Department of Biology and another position in the Department of Housing and Dining Services … the sum of hours worked in both positions may not exceed these limits. * The hours worked in a local agency will not count towards these limits. Local Agencies are Intercollegiate Athletics, Student Publications and the K-State Student Union.
During the summer semester all students are limited to 30 hours per week while enrolled in four or more credit hours and to 40 hours during other weeks.

If you are NOT enrolled in four or more credit hours, you are not limited to 30 hours of work per week.

Reminder:
Enrollment is not required during the summer to be eligible as an hourly student employee if you were enrolled in at least six credit hours the preceding spring semester or if you are pre-enrolled in the upcoming fall semester in at least six credit hours.
As an hourly student employee, your FLSA (Fair Labor Standards Act) status is **nonexempt**.

What this means is . . . anytime you work more than 40 hours within one week, you will be compensated with overtime pay. Working more than 40 hours within one week should only occur during semester breaks and during the summer session. **You will need prior approval from your supervisor before working any overtime hours.**

Overtime Pay is calculated at 1.5 times your hourly wage for all hours worked over 40 hours during any work week.
Student employees are encouraged to have their pay directly deposited to one or more financial institutions of their choice.

After receiving access to the Human Resource Information System (HRIS), you may access Employee Self Service to complete the Authorization for Direct Deposit of Employee Pay.

Direct deposit pay advices will be available to view electronically through Employee Self Service in HRIS a week prior to pay day.
Skylight Pay Card Program

Employees who do not elect to have their payroll directly deposited to a checking or savings account or who do not have an account at a financial institution (credit union, bank, or savings institution) will be assigned a Skylight pay card. The Skylight paycard is a FDIC insured ATM/debit-based bank account where wages can be deposited.

Contact the Division of Human Resources at (785) 532-6277 or hr@ksu.edu for more information regarding the Paycard Program.
Recording hours worked may be accomplished using a Time Clock System, a Paper Time Document, or by accessing an electronic form via Employee Self Service/HRIS.
The departments listed here use time clock systems to track work hours. If you are employed in one of these departments, you may now end this presentation.

If you are employed in another department, please continue this presentation to receive instructions for recording work hours using an electronic time document or a paper time document.
Earnings Codes/Earn Type

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<th>Earnings Code</th>
<th>Description</th>
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<td>SP1</td>
<td>Used to record regular hours worked.</td>
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<tr>
<td>K13</td>
<td>Used to record overtime hours … any hours that exceed 40 hours worked for the week. (1.5)</td>
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Earnings Codes are used to designate the type of hours recorded.

**SP1** or **REGULAR HOURS** will be used to record the first 40 hours worked each week.

**K13** or **OVERTIME HOURS** will be used to record hours worked that exceed 40 hours for the week. Using this earnings code is rare. **Please secure supervisors approval before working overtime hours.**

Remember … Always record actual hours worked.
Recording time worked using a Electronic Time Document or Paper Time Document

You will need to record time worked in quarter hour increments.

For Example:
If you work 4 hours plus 5 minutes … you will record 4.00 hours.

If you work 4 hours plus 20 minutes … you will record 4.25 hours.

If you work 4 hours plus 27 minutes … you will record 4.50 hours.

If you work 4 hours plus 45 minutes … you will record 4.75 hours.
Report Actual Hours Worked

Example:

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For a total of 20.00 hours for the week.
If you use a Paper Time Document - Your supervisor or department personnel specialist will provide this document at the beginning of each pay period. They will also provide instructions and timelines for recording hours and for securing approval.

Please be sure to complete this document in **ink.** At the bottom on your time document, a line appears for your signature and a date. At the end of each pay period sign and date your time document and give it to your supervisor for approval.

It is important to follow department timelines when completing your time document … submitting your time document after the deadline may result in a late paycheck.
Here is an example of work hours recorded in quarter hour increments using the earnings code SP1 … regular hours worked.

During this pay period, this employee worked a total of 40 hours.

To assist those who enter your time into the Human Resource Information System, always total the row. This total will indicate the total number of hours recorded for the earnings code.
KSU policies and procedures limit the number of hours you may work during the academic year; however, during semester breaks you may work more than 20 or 30 hours and may work more than 40 hours with your supervisor’s permission. Working overtime hours will be rare. To prepare you for this occurrence, this example displays hours recorded for an employee who worked 42 hours during spring break.

* SP1 – Regular Hours - is used to record the first 40 hours worked during the week.
* K13 – Overtime Hours - is used to record those hours worked that exceed 40 hours worked for the week.

The first 40 hours worked are recorded as SP1 – Regular Hours; the two hours worked over the 40-hour FLSA limit are recorded as K13 – Overtime Hours.
Paper Time Document

Since you will be completing your time document in ink, it is important that you initial any changes made to your time document … even if you make the change.

Initializing any change made to your time document will assist department personnel and auditors if a question occurs regarding your time document.
You may now be using a paper time document; however, you may begin using an electronic time document in the future.

A demonstration of using eTime (Electronic Time Document) follows:

To record time worked on-line, follow these steps:

To Access HRIS/Employee Self Service . . .

Step 1: On K-State’s Home page … Select Sign In

Step 2: Click on HRIS

**Sign in using your K-State eID and password.**
Select … **Employee Self Service > Time Reporting > Time Entry**

The eTime Entry Page will appear …

Select … **Employee Self Service > Time Reporting > Time Entry**

The eTime Entry Page will appear.
In Employee Self Service/HRIS the Earn Types are:

**Regular Hours** – used to record time actually worked within normal schedule.

**Overtime Hours** – used to record time actually worked over 40 hours in a work week.

**Remember**

... it will be rare to record Overtime hours.
This is an example of an Electronic Time Document

Step 1: Enter actual hours worked each day, week, or pay period.
Step 2: After recording hours, click on one of the yellow buttons (i.e., Save for Later or Submit for Approval)

The Save for Later button allows you to re-enter the electronic time document to add or modify hours.

The Submit for Approval button (does not allow further access to add and/or update hours for the pay period). After Submit for Approval has been selected, you and your supervisor will be notified via e-mail from HRIS that hours have been submitted for approval. Your supervisor is responsible for approving or rejecting the recorded hours.

Step 3: Sign out of Employee Self Service/HRIS before closing browser.
Questions

This ends the presentation … if you have any questions regarding your appointment or recording time worked … please contact your supervisor or your department personnel specialist.

Have a great semester!