

K-State Hourly Student Employee

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.

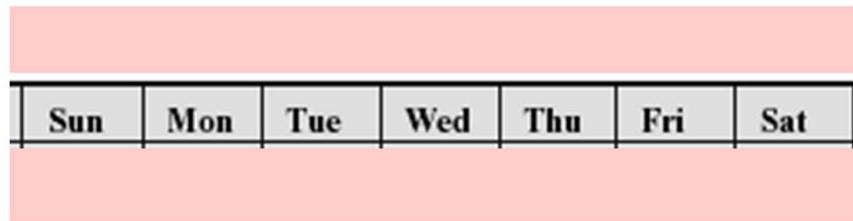
Enrollment is not required during the summer to be eligible as an hourly student employee if you were enrolled in at least six credit hours the preceding spring semester or if you are pre-enrolled in the upcoming fall semester in at least six credit hours.

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Work Week

Begins at 12:01 a.m. Sunday

Ends at 12:00 midnight Saturday



Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Work Week

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

<http://www.k-state.edu/hr/hris/hris-tables-pay.html>

2012 Pay Periods and Pay Dates					
Pay Period Start Date	Pay Period End Date	Pay Date	Pay Period Start Date	Pay Period End Date	Pay Date
12/11/2011	12/24/2011	1/6/2012	6/10/2012	6/23/2012	7/6/2012
12/25/2011	1/7/2012	1/20/2012	6/24/2012	7/7/2012	7/20/2012
1/8/2012	1/21/2012	2/3/2012	7/8/2012	7/21/2012	8/3/2012
1/22/2012	2/4/2012	2/17/2012	7/22/2012	8/4/2012	8/17/2012
2/5/2012	2/18/2012	3/2/2012	8/5/2012	8/18/2012	8/31/2012
2/19/2012	3/3/2012	3/16/2012	8/19/2012	9/1/2012	9/14/2012
3/4/2012	3/17/2012	3/30/2012	9/2/2012	9/15/2012	9/28/2012
3/18/2012	3/31/2012	4/13/2012	9/16/2012	9/29/2012	10/12/2012
4/1/2012	4/14/2012	4/27/2012	9/30/2012	10/13/2012	10/26/2012
4/15/2012	4/28/2012	5/11/2012	10/14/2012	10/27/2012	11/9/2012
4/29/2012	5/12/2012	5/25/2012	10/28/2012	11/10/2012	11/21/2012
5/13/2012	5/26/2012	6/8/2012	11/11/2012	11/24/2012	12/7/2012
5/27/2012	6/9/2012	6/22/2012	11/25/2012	12/8/2012	12/21/2012

Bi-Weekly Pay Periods and Pay Dates

Each pay period is two weeks and you're paid two weeks 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.

Maximum Hours of Work

30 Hours/Week

**Classes and/or Exams in Session for
Three Full Days or More Per Week**

20 Hours/Week

**Classes and/or Exams in Session
and Holds a F-1 or J-1 Visa**

K-State policy and procedures state that

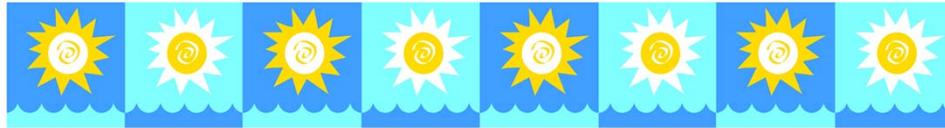
. . . as an hourly student employee, you need to limit the total number of hours worked to 30 hours per week when classes or final exams are in session for three full days or more per week.

. . . 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.

Summer Session



**30 Hours of Work/Week Limit
While Enrolled in 4 or More Credit Hours**

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.

Undergraduate Student Employee

FLSA Status: Nonexempt



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 direct 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



Time Clock System



Paper Time Document



eTime via Employee Self Service/HRIS

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.

Time Clock System Users

- **Computing and Telecom Services (IT Help Desk)**
- **Computing and Telecom Services SC**
- **Dean of Engineering**
- **Department of Housing and Dining Services**
- **Hale Library**
- **Information Technology Assistance Center**
- **Office of Mediated Education**
- **Peters Recreation Complex/Services**



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

SP1 *Used to record regular hours worked.*

K13 *Used to record overtime hours ... any hours that exceed 40 hours worked for the week. (1.5)*



Earnings Codes/Earn Type

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.



Record time worked in quarter hour increments.

<u>Minutes Worked</u>	<u>Hours Recorded</u>
0-07	0.00
08-22	.25
23-37	.50
38-52	.75
53-67	1.00

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:

<u>M</u>	<u>T</u>	<u>W</u>	<u>R</u>	<u>F</u>	
4.00	4.25	4.50	4.75	2.50	= 20.00

Report Actual Hours Worked

Here is an example of work hours recorded in quarter hour increments.

The example indicates that the employee worked 4 hours on Monday

4.25 hours on Tuesday (4 and 1 quarter hours)

4.50 hours on Wednesday (4 and 2 quarter hours)

4.75 hours on Thursday (4 and 3 quarters hours)

2.50 hours on Friday (2 and 2 quarter hours)

For a total of 20.00 hours for the week.

Kansas State University Time and Leave Document		Department	3670005050	Emplid	W0000051954	Rcd#	0	Pg.							
		Pay End Dt	08/03/2002	Name (L,F,M)	Astrup,Nicole R			1							
		Position Nbr	W0000982	FLSA	N	FTE	0.10	Work Schedule	STU1						
Sub-Unit ID															
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	7/21	7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31	8/01	8/02	8/03	
SP1		4.00	4.25	4.50	4.75	2.50			4.00	4.25	4.50	4.75	2.50		40.00

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.

Overtime Hours

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	----- Spring Break -----						
SP1		8.00	10.00	8.00	8.00	6.00	
K13						2.00	

FLSA	8.00	18.00	26.00	34.00	40.00
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Example: K13 = (2 Hours) (1.5) (Hourly Rate)
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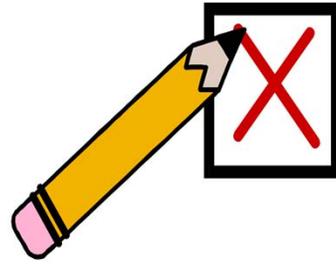
KSU policies and procedures limit the number of hours you may work during the academic year; however, during semester breaks you may work more than 20 or 30 hours and may work more than 40 hours **with your supervisor's permission. Working overtime hours will be rare.** To prepare you for this occurrence, 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**.

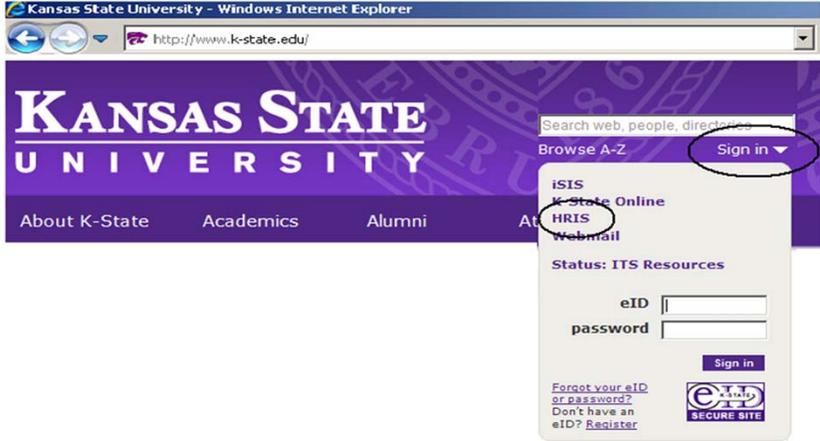
**Initial any change
made to your time
document . . . even if
you make the change.**



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.

Initialing any change made to your time document will assist department personnel and auditors if a question occurs regarding your time document.



To Access HRIS/Employee Self Service . . .

Step 1: On K-State's Home page ... Select Sign In

Step 2: Click on HRIS

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

Human Resource Information System (HRIS) and K-State Employee Self Service

HRIS is a Kansas State University administrative system that provides for the management and reporting of employee, payroll, and budget data. Employee Self Service allows K-State employees to view their paycheck data, leave balances, benefit summaries, compensation and training summaries. Employees may update their direct deposit data, W-4 and/or K-4 tax information, personal data (address, phone, emergency contact, marital status, ethnic code) and enroll for training online using this application.

Sign in using your K-State eID and password.

eID

password

[Sign in](#)

Sign in using your K-State eID and password.

The Human Resource Information System and K-State Employee Self Service sign in page will appear.

Sign in using your K-State eID and password.



Select ... Employee Self Service > Time Reporting > Time Entry
Time Entry Page will appear ...

A screenshot of the HRIS application's 'eTime Document' page. The page displays employee information, a timesheet grid, and navigation buttons. The employee information includes Name, Job Title, Dept, Empl ID, Pos Nbr, Rcd#, and Sub-Unit. The timesheet grid shows dates from Sunday 2/19/2012 to Saturday 3/3/2012. The grid has columns for each day and a 'Total Hrs' column. The 'Total Hours Paid' is displayed at the bottom right. There are buttons for 'Save For Later' and 'Submit for Approval'.

Select ... Employee Self Service > Time Reporting > Time Entry

The eTime Entry Page will appear.

eTime Entry Page

From Sunday 9/4/2011 to Saturday 9/17/2011

Timesheet

*Earn Type	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17	Total Hrs		
Regular Hours																+	-
Overtime Hours																+	-

Regular Hours = SP1 Earnings Code

Overtime Hours = K13 Earnings Code

eTime Entry Page

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.

Earn Type	Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Sun 2/26	Mon 2/27	Tue 2/28	Wed 2/29	Thu 3/1	Fri 3/2	Sat 3/3	Total Hrs
Regular Hours		2.25	3.75	2.25	3.75	2.25			2.25	3.75	2.25	3.75	2.25		28.50

When classes and/or final exams are in session, student employees are limited to 30 hours/week and student employees who hold a F-1 or J-1 visa are limited to 20 hours/week.
[KSU PPM, Chapter 4720](#)

Total Hours Paid:

Save For Later Submit for Approval

Save for Later button allows re-entry into page.

Submit for Approval sends hours to supervisor for approval.

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 ??
**Please contact your department
personnel specialist or your supervisor.**

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!