

## Payroll Information for New and Returning Student Employees

See <https://cse.wvu.edu/amsec/summer-employment> for more information.

1. **Timesheet Deadlines** are usually the 15th and the last day of the month. Students must use the AMSEC-distributed timesheet (Excel spreadsheet). It is helpful to review the sample timesheet provided on the AMSEC website (address above).

### Excel Timesheet Instructions:

- Record hours worked daily. Round time to the nearest quarter hour.
  - You must include your name and W# on your timesheet.
- Make sure your timesheet and your Web4U timesheet match prior to submission.
- Email your timesheet as a pdf, jpeg, or screenshot to [Juliet.Barnes@wwu.edu](mailto:Juliet.Barnes@wwu.edu) and your supervisor.
  - **All elements of this timesheet must be easily read when submitted.** Do not submit a timesheet that is too small to read easily.
- By submitting your timesheet, you acknowledge that it is the true record of the hours worked.
- Submit your timesheet no later than the Web4U timesheet submission deadline.

**REMEMBER:** Your timesheet must be submitted to receive pay.

2. **Web4U Time Submission Deadlines** are always **11:59pm** on the 15<sup>th</sup> and the last day of the month. After **11:59pm**, the Web4U system will **lock you out** of the pay period. You will not be able to enter or submit time. If this should happen, email me immediately ([Juliet.Barnes@wwu.edu](mailto:Juliet.Barnes@wwu.edu)). I will do my best to assist you. However, if this happens repeatedly due to your inattention, your supervisor will be notified. We will then meet and discuss a remedy.
  - **You must open your Web4U timesheet** by the designated day/time listed on the Pay and Timesheet Dates pdf document located on the webpage listed at top. Opening your timesheet, communicates to me that you are working during the pay period and will submit a timesheet.
3. **Pay Dates** are usually on the 10th and 25th of each month. The WWU official calendar lists all pay dates and holidays. Timesheets submitted for the first through the 15th of a month are paid on the 25th of that month. Timesheets submitted for the 16th to the end of the month are paid on the 10th of the following month.
4. **Direct Deposit** ensures that your pay is in your bank account on payday. Logon to Web4U to enroll – this is highly recommended. A new or changed direct deposit request will take at least one pay period to take effect. Until then, you will be paid by check (see below). Your direct deposit earning statements are emailed to your Western email address before each payday.
5. **Payroll Paper Checks** will be mailed to the W-2 address on file for student employees. Check on Web4U to ensure that Payroll has a correct mailing address for you.
6. **W-2 Address** can be viewed on your earnings statement and on Web4U. It is important to keep this address current for both paycheck and W-2 year-end information purposes. Your W-2 address can be

viewed or changed on Web4U under Personal Information - Addresses and Phones-View/Update – Address/Phone Change Form.

7. **No Overtime Hours are Approved** for your summer employment. It is **your** responsibility to ensure that you **do not work more than 40 hours per workweek**. If you work a second WWU position over the summer, the total hours worked for both/all jobs must be no more than 40. WWU defines the workweek as **Monday through Sunday**. The workweek begins at 12 midnight on Monday and ends at 11:59pm Sunday. NOTE: A workweek can cross over two pay periods, so it is essential that you calculate your hours from all pay periods that fall within a single workweek.
  
8. **Late Hours Submissions** can be done via Web4U. If you forget to enter hours for a previous pay period, you can enter hours in the current period as “Late Hours.” NOTE: You are required to enter detailed information in the comments section, so the Payroll Dept. knows how to apply your late hours. Please see <https://cse.wvu.edu/files/AMSEC/4-Late%20Hours-Web4U%20entry.pdf> or the full manual located here <https://cse.wvu.edu/files/AMSEC/3-TimesheetsStudentEmployeesUserGuide.pdf> for further instructions.