Payroll Information for New and Returning Student Employees

**REMEMBER TO RECORD HOURS DAILY ON BOTH AMSEC AND WEB4U TIMECARDS**

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Period (Date Range)</th>
<th>Pay Day</th>
<th>AMSEC Timecard (Auto-pull Date)</th>
<th>Web4U Timecard (Submission Deadline)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Jun 16 - Jun 30</td>
<td>Jul 10</td>
<td>5:00 pm – Jun 27</td>
<td>11:59 pm – Jun 28</td>
</tr>
<tr>
<td>14</td>
<td>Jul 01 - Jul 15</td>
<td>Jul 25</td>
<td>5:00 pm – Jul 12</td>
<td>11:59 pm – Jul 15</td>
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<tr>
<td>15</td>
<td>Jul 16 - Jul 31</td>
<td>Aug 09</td>
<td>5:00 pm – Jul 30</td>
<td>11:59 pm – Jul 31</td>
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<tr>
<td>16</td>
<td>Aug 01 - Aug 15</td>
<td>Aug 26</td>
<td>5:00 pm – Aug 14</td>
<td>11:59 pm – Aug 15</td>
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<tr>
<td>17</td>
<td>Aug 16 - Aug 31</td>
<td>Sep 10</td>
<td>5:00 pm – Aug 29</td>
<td>11:59 pm – Aug 30</td>
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<tr>
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<td>Sep 25</td>
<td>5:00 pm – Sep 12</td>
<td>11:59 pm – Sep 13</td>
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</tbody>
</table>

- Open your **Web4U timecard** at the same time you start your **AMSEC timecard**. That will let us know that you will be working during the pay period and will be submitting a timecard.

- Record hours worked each day on **BOTH** the **AMSEC timecard** and the **Web4U timecard** to avoid any last-minute transfer errors.

- Your **AMSEC timecard** will be automatically pulled and forwarded to your supervisor at 5:00 pm approximately one day prior to the end of the pay period. See pink column above for date and time. (Remember to include any estimated hours worked that occur after the pull-date.)

- Submit your **Web4U timecard** after receiving approval from your supervisor, and by the time and date shown in the yellow column.

**SUMMER STUDENT PAYROLL INSTRUCTIONS**

1. **CHECK YOUR WWU EMAIL:**
   - The AMSEC payroll process has been automated and will be communicated to you through your WWU email address.
   - In addition to prepopulated templates for each pay period, you will receive email status reminders and updates.
   - The system will also use email to automatically forward your AMSEC timecard to your supervisor for review and approval.

2. **TWO TIMECARDS ARE REQUIRED:**
   - The payroll process requires that students **must** complete two different timecards for each pay period.
     - **AMSEC Timecard**
       i. You will receive an AMSEC timecard template workbook via email in time to record your first pay period. It will be prepopulated with your name, W#,
supervisor, allotted hours, as well as numbered and dated tabs for each pay period in the entire summer season.

ii. You may only enter data into the green cells in your AMSEC timecard. Non-active cells (grey and purple) are locked.

iii. Lock grey cells indicate past or future pay dates. Reference these hours to make sure you do not go over 40 hours in any single workweek.

iv. Round your time to the nearest quarter hour.

v. Because your AMSEC timecard deadline occurs prior to the end of the pay period, you will need to estimate hours you will work for any days left in the period after your timecard is submitted. You must adhere to that estimate; you will NOT be paid more if you worked more than you input into Web4U.

vi. The system automatically pulls and submits your AMSEC timecard at 5:00 pm approximately one day before the end of the pay period (corresponds to the yellow cells on your AMSEC timecard) and submits it to your supervisor for review. This ensures there is enough time for your supervisor to verify and approve your hours.

- **Web4U Timecard**
  i. Web4U timecards are the timecards that HR will use to pay you. Web4U timecard deadlines are usually the 15th and the last day of the month.

  ii. Start your Web4U timecard on the same day you start your AMSEC timecard. This will move it into an “active” state, letting us know that it is a work in-progress and that you will be submitting a timecard for the current pay period. **If we don’t see an “active, in-progress” Web4U timecard, we will assume that you will not be filing a timecard for the current pay period.**

  iii. Record your hours worked daily. Round time to the nearest quarter hour to match your daily entry on your AMSEC timecard.

  iv. Submit your Web4U timecard only after you have received your supervisor’s approval of your AMSEC timecard (corresponds to the red cells on your AMSEC timecard).

  v. Web4U timecard submission deadline is always **11:59 pm** on the 15th and the last day of the month. After 11:59 pm, 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, immediately email amsec@wwu.edu and we will do our 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.

  vi. By submitting your timesheet, you acknowledge that it is the true record of the hours worked.

  vii. **REMEMBER:** Your Web4U timecard must be submitted to receive pay.

### TIMECARDS MUST MATCH:
Your AMSEC timecard and your Web4U timecard must match.

- The hours you enter on the Web4U timecard must accurately correspond to the hours you enter on the AMSEC timecard. Days and hours worked MUST match.

- Inaccurate entries could result in a denial by your supervisor or the AMSEC administrator, potentially risking late or deferred payment.
Make it a habit to record your hours every day on both the AMSEC timecard AND the Web4U timecard to ensure both timecards match. Daily entries reduce last-minute transfer errors and give you a daily guideline of your remaining work hour limits and availability.

4. SUBMITTING LATE HOURS:
- Late hours can be submitted 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 Department knows how to apply your late hours. Please see the full manual located here https://hr.wwu.edu/files/2020-05/TimesheetsStudentEmployeesUserGuide.pdf for further instructions.

5. OVERTIME PAY IS NOT AVAILABLE:
- 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 12:00 midnight on Monday and ends at 11:59 pm 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.
- Work out your proposed schedule with your supervisor.
- Keep close tabs on the number of hours worked within the available hours for each pay period.
- You may not work on holidays as it will automatically put you into overtime. (holidays correspond to locked purple cells on your AMSEC timecard).
- Any OT hours that are inadvertently worked will be deducted from the total summer hours allotted to you.

6. PAY DATES:
- Payment is made twice a month, usually on the 10th and 25th of each month. Timecards submitted for the first through the 15th of a month are paid on the 25th of that month. Timecards submitted for the 16th to the end of the month are paid on the 10th of the following month.
- The WWU official calendar lists all pay dates and holidays.

7. PAYROLL DIRECT DEPOSIT:
- It is highly recommended that you enroll in direct deposit as it ensures your pay is in your bank account on payday. Logon to Web4U to enroll.
- A new or changed direct deposit request will take at least one pay period to go into effect. Until then, you will be paid by check (see below). Your direct deposit earning statements are emailed to your WWU email address before each payday.
8. **PAYROLL PAPER CHECKS:**
   - Checks will be mailed to the W-2 address on file for student employees. Remember to check on Web4U to confirm that Payroll has a correct mailing address for you.

9. **W-2 ADDRESS:**
   - View your earnings statement on Web4U. It is important to keep your 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.

See [https://amsec.wwu.edu/summer-employment](https://amsec.wwu.edu/summer-employment) for more information.