

SUFFOLK UNIVERSITY STUDENT PAYROLL SCHEDULE 2012 **[**BEFORE** any work may commence, your student must appear in “Collegetime” with a valid authorization. **]

GENERAL RULE: Student employees are paid every two weeks (bi-weekly) on Fridays. The workweek ends on a Saturday (see schedule below). Any exceptions to this schedule will be sent in a memo from Payroll. Online TIME SHEETS must be keyed by noon on Tuesday of the current pay week.

PERIOD COVERED	INPUT TIMESHEET	PAYDATE
Ending Saturday	Noon Tuesday	Friday
12/18-12/31/2011	01/03/12	01/06/12
01/01-01/14/2012	01/17/12	01/20/12
01/15-01/28	01/31/12	02/03/12
01/29-02/11	02/14/12	02/17/12
02/12-02/25	02/28/12	03/02/12
02/26-03/10	03/13/12	03/16/12
03/11-03/24	03/27/12	03/30/12
03/25-04/07	04/10/12	04/13/12
04/08-04/21	04/24/12	04/27/12
>>THE LAST “<u>WORK</u>” DAY FOR SPRING SEMESTER “AWARDS” IS 5/5/2012<<		
>04/22-05/05 **	05/08/12	05/11/12<
05/06-05/19	05/22/12	05/25/12

SUMMER SESSIONS BEGIN (FICA W/H)

05/20-06/02	06/05/12	06/08/12
06/03-06/16	06/19/12	06/22/12
06/17-06/30*	06/26/12*Projected hours *	06/29/12 <End of University's fiscal year & all work authorizations

REQUIRED: RENEW ALL AWARDS/NON AWARDS FOR NEW FISCAL YEAR.

****NO PRIOR FISCAL YEAR'S TIMESHEETS CAN BE PAID AFTER JUNE-YOU MUST SEEK NEW FISCAL YEAR FUNDING****

07/01-07/14	07/17/12	07/20/12
07/15-07/28	07/31/12	08/03/12
07/29-08/11	08/14/12	08/17/12
08/12-08/25	08/28/12	08/31/12

END OF SUMMER SESSIONS

08/26-09/08 (FICA EXEMPT)	09/11/12	09/14/12
09/09-09/22	09/25/12	09/28/12
09/23-10/06	10/09/12	10/12/12
10/07-10/20	10/23/12	10/26/12
10/21-11/03	11/06/12	11/09/12
11/04-11/17	11/19/12 Monday	11/23/12
11/18-12/01	12/04/12	12/07/12
12/02-12/15	12/18/12	12/21/12
12/16-12/29/2012	01/02/2013 Wednesday	01/04/2013

COLLEGETIME ONLINE INSTRUCTIONS

- 1) Log into website: <http://srv-titan.collegetime/> [ONLY ACCESSIBLE ON CAMPUS]
- 2) Under **Administration**, select **Student Timecards**
Under **Employee** drop-box, select **student name**. Your student workers must appear in your “drop down” list, with a CURRENT semester authorization, for your department, **BEFORE** any work may commence.
- 3) Under **Pay Period**, select pay week you wish to post hours to.
- 4) **Please pay close attention:** select the correct semester’s award for each day worked. Select “additional rows” if the student already has hours keyed for working in another department on a particular day. Be sure to “save”. [NEVER delete other supervisors’ entries!!]
- 5) Fill in student’s hours for each day of the week
- 6) Select **Save** after each week’s (or additional rows) entry (if you do not save, you will lose your entry)
- 7) **Please take note of each student’s “Amount Used”**, this will prevent you from allowing the student to use more funds than awarded.

Students may work a maximum of 20 hours a week in all on-campus jobs during the school year, and 35 hours per week during vacation periods. Students are paid only for hours actually worked and not paid for holidays, lunch, sick time, or vacation time.

PAPER timesheets may be submitted to the payroll office for PREVIOUS pay period corrections ONLY.