



Exciting Work Study Payroll Changes Effective Fall 2015!

1. You can now report time electronically, 24/7!

You may now report your work study hours through Banner and the hours you report are electronically submitted to your supervisor for approval. Instructions on how to report time electronically for students are on BannerWeb under the Financial Aid tab for your convenience.

2. You will be paid more frequently—twice a month!

Students will be paid on the 15th and 30th of each month. Hours worked 1st through the 15th are paid on the 30th; hours worked the 16th through 30th are paid the following month on the 15th.

Special note: hours worked in August, 2015 will be paid on September 15th

3. Direct Deposit of Payroll Checks – no more check pick-up in the Business Office!

Work study payroll will be direct deposited to either your checking/savings account (Payroll will need a voided check) or you may elect to deposit all or part of your work study check to apply to your student account. For questions or concerns, please contact Human Resources, Banks Hall, 2nd Floor, 706.880.8265.



How To Submit An Electronic Timesheet

1. Under EMPLOYEE SERVICES on BannerWeb, click STUDENT TIME SHEET.
2. This new screen should show the title of your work-study position as well as the pay period/ month option. Find the correct pay period and select it from the drop down box. Then, press the TIME SHEET button.
3. A small table will pop up with the option to enter your work hours under each day. Click on the appropriate day to Enter your hours. If you do not see the day or week you need, you can go to the next week by pressing the NEXT button directly under the calendar on the main page. If you need to return to a previous week, press the PREVIOUS button located directly under the calendar. Click ENTER HOURS to submit time for each day.
4. A “time in” and “time out” screen will appear. Enter the appropriate time in and time out for your work-study, indicating A.M. or P.M. ****IMPORTANT:** Be sure to enter your work-study hours in 15-minute increments. For example, 10:00, 10:15, 10:30, 10:45.
5. After entering your hours, scroll to the bottom of the screen and press SAVE. Do not click *Submit* until the pay period is over, and you’re ready to submit your time for approval.
6. If you work more than one time period per day, you must first click on the hours already saved on the home calendar to update your time. Input your time in a new “time in” “time out” box and press SAVE again to update.
7. In order to return to the main page, press the TIMESHEET button at the bottom of the screen.
8. Once you have input all of your hours for the pay period, submit your timesheet for approval by your supervisor by clicking on the SUBMIT FOR APPROVAL button.
9. Once you *submit* your timesheet, YOU CANNOT MAKE ANY FURTHER CHANGES. Be sure your times are correct. If for any reason you need to make changes to a submitted timesheet, contact your supervisor.