

Payroll Procedures for Student Workers

1. The following forms must be completed in the Human Resources Department (228 Phillips Hall) on or before your first day of work: **I9, W-4, and NC-4 and Direct Deposit Enrollment Form.**
2. Employees claiming “exempt” from withholding on their Forms W-4 and NC-4 must complete new forms each year by February 15th in order to keep their exempt status. Employees that do not submit new forms by the deadline will be processed as single with zero withholding allowances.
3. Effective July 1, 2007, the Office of the State Controller requires that all state employees paid through the Central Payroll System to be paid by direct deposit unless exempted by the State Controller. If an employee is unable to secure an account at an eligible financial institution, or if he/she believes that enrollment in direct deposit will result in an extreme hardship, the employee may request an exemption using the exemption request form. Exemptions will only be granted at the discretion of the State Controller based on the evidence provided by the employee. Personal preference is not considered a hardship. If any employee desires to submit a “Direct Deposit Exemption Request Form,” it should be submitted to OSC within 30 days of hire or re-hire. OSC will respond to each submitted exemption request within 15 work days of receipt. The “Direct Deposit Exemption Request Form” is available from Human Resources or the Payroll Office. The form may also be obtained from the State Controller’s Website:

http://www.ncosc.net/sigdocs/sig_docs/payroll/Payroll_Forms.html .

Please note that beginning October 1, 2007, all paper checks will be mailed directly to employees from OSC instead of being delivered to the university for distribution. **Checks will be mailed on payday to the address on file with the Payroll Office. (Students must file a change of address form with the Payroll Office if their mailing address changes.)**

4. Fill out a Student Time Sheet. This can be found online at www.unca.edu/controller/Payroll.html#details. Click on ‘Forms’, then choose the student time sheet. Save the time sheet form to your desktop and then open the file. Make sure that you fill in the following:
 - Your Social Security Number
 - Name (as shown on your SS card)
 - Your current mailing address
 - Brief description of work performed
 - Dates and hours worked (round hours to nearest ¼ hour & use decimals)
 - Pay rate

Make sure that the dates, hours, and pay rate are recorded electronically (Payroll will not process any hand-written information in these areas).

Federal Work Study students are required to enter their work start and end times each day on their timesheets (a Federal mandate). Non-FWS students are not required to enter work start and end times on their timesheets.

5. Print your time sheet. Sign your time sheet. Give your time sheet to your supervisor or department head for his/her signature.
6. The supervisor or department head will fill in the following information:
 - Fund Number (the account/object code is always 614500 for students)
 - Campus Phone #
 - Verify that the hours, dates, pay rate, and total wages are correct
 - Sign your name and print your name
7. Completed time sheets & payroll requests need to be turned in to the Payroll Department (Phillips Hall #104 & 105) or sent to Payroll at CPO #1426. **(Note: Federal Work Study time sheets go**

to Jeremy Scroggs in Financial Aid before going to Payroll) Time sheets are due by the 17th of the month (if the 17th falls on a weekend, then the following Monday is the due date).

8. Pay periods run from the 15th of one month through the 14th of the next month. Payday is the 15th of the following month. Example: The time period of Jan 15th through Feb 14th will be paid on March 15th.
9. If time sheets are not completed properly, it could delay the paying process for another month!
10. Supervisors: By signing the time sheet you are taking responsibility for the accuracy of the hours worked, rate of pay, and total pay. If time sheets are audited, you will be held responsible for any errors.
11. Under Federal guidelines, students employed part-time by the University are exempt from paying FICA taxes if they are enrolled at least as half-time undergraduate students. This means that they must be enrolled for 6 or more credit hours during the Fall and Spring semesters and for 3 or more credit hours during the summer session. Any student who is also a *full-time* employee of the University is *not* exempt from paying FICA tax. In this situation, the individual's major function is deemed to be that of a full-time employee.
12. Address changes: Please notify the Payroll Dept in Phillips Hall #104 & 105 as soon as possible of any address changes! In order to make sure that your W-2 Wage and Tax Statement is mailed to the correct address, please notify the Payroll Dept of any address changes by December of each year.
13. Direct Deposit changes: Any changes to bank information will require you to re-submit a Direct Deposit Enrollment Form. Please notify the Payroll Dept **immediately** if your direct deposit bank account changes or if you need to close your account! Failure to notify the Payroll Dept may cause your pay to be delayed for as long as two weeks.
14. Notices of Deposit for students are available for pick-up in the Payroll Office (104 Phillips Hall). Students must present a valid picture ID (Driver's license, One Card) in order to pick up their pay notices.