

MEMORANDUM

Date: October 30, 2012

To: Student Employees and Student Employee Supervisors

From: Kim Crewey, *Controller*
Lindy Hall, *Interim Director, Student Financial Services*

Subject: Changes to the Student Payroll Process

Beginning Winter 2013, Seattle University will transition the processing of student payroll from a monthly pay cycle to a semi-monthly pay cycle. In order to accommodate this shift in processing, please note the following summary of changes which will impact student employees and their supervisors in January 2013.

Student Employees

- Time sheets must be signed and submitted by the last day of the pay period. (For example, for the pay period ending December 31, the time sheet must be signed and submitted on-line by December 31. For the pay period ending January 15, the time sheet must be signed and submitted on-line by January 15.)
- This process will occur twice a month.
- Time sheets not signed and submitted in the system by the deadline, will not be processed until the following pay period. There will be no exceptions to this policy.
- **Due to the shortened time frames in the approval and processing times, Payroll will no longer have the resources to process manual checks or pay advances for student employees/supervisors who do not meet the deadlines.**

Supervisors

- Time sheets must be approved in the web time entry system by the second calendar day following the end of the payroll cycle. (For example, for the pay period ending December 31, the time sheet must be signed and submitted on-line by January 2. For the pay period ending January 15, the time sheet must be signed and submitted on-line by January 17.)
- This process will occur twice a month.
- Time sheets not approved in the system by the deadline, will not be processed until the following pay period. There will be no exceptions to this policy.
- **Due to the shortened time frames in the approval and processing times, Payroll will no longer have the resources to process manual checks or pay advances for student employees/supervisors who do not meet the deadlines.**

Additional details and instructions will be made available in the coming weeks. Together, we will work to make this a smooth and efficient process.