



Paying Students and Hourly Employees Procedure

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PURPOSE

It is the philosophy of San Francisco State University to pay student and hourly employees who work on sponsored projects in a timely and accurate manner consistent with federal and state guidelines and in accordance with funding specifications. Pay warrants are available for hourly employees on the 10th of each month and for student employees on the 15th of each month. Attendance information must be submitted to ORSP by the last day of the month in order for pay warrants to be available on time.

ROLES AND RESPONSIBILITIES

Office of Research and Sponsored Programs

- **Personnel Specialist (Specialist)**
 - Reviews timesheets for accuracy and completeness.
 - If there are issues concerning whether an individual is eligible for student employment or should be designated as an hourly employee, the Personnel Specialist contacts the Student Financial Aid Counselor.
 - Enters hours from the timesheets into HRMS, and then confirms which checks were received.
 - Collects timesheets and distributes checks for hourly and student employees.
- **ORSP Personnel Manager**
 - Approves the hours input by the Personnel Specialist in HRMS.

Student Financial Aid Office

- **Counselor**
 - Determines if a student whose enrollment status is less than half time is eligible for student employment.
 - Creates an official letter informing ORSP and the student of the eligibility decision.

Human Resources

- **Payroll Office**
 - Processes the payments for the hours input into Rapid Time in HRMS which are submitted to the Payroll Office by ORSP Personnel staff.
 - Audits the attendance data from Time and Labor batches and forwards to the State Controller's Office for payment.
 - Completes Warrant Release Forms for disbursement. Fiscal Affairs distributes the pay warrants. ORSP has arranged with Fiscal Affairs to distribute some pay warrants.
 - Enters the data into Rapid Time Sessions to be processed through the State Controller's Office for payment.

- Pay information for Students and Hourly employees not indicated on the Rapid Time Sessions are submitted on Student Attendance forms (#CD048) or Employee Attendance forms (#672).
- Reconciles issued pay warrants with Time and Labor batches. If payments not generated, the Payroll Office researches the reasons and takes necessary steps to issue payment.

Academic Department or Responsible Unit

▪ Principal Investigator

- Reviews timesheets to verify that the hours listed are accurate, and grant account number and position number are correct. Approves all timesheets before the monthly ORSP submission deadline.
- If a student's enrollment status has changed and he/she is no longer eligible for student employment, the PI decides whether he/she is hired as an hourly employee or not and notifies ORSP of the change in status before the timesheet is submitted to ORSP.

PROCEDURE

A. Student or Hourly Employee -- Current

1. Reporting
 - a. Each month, the student or hourly employee completes a timesheet listing employment status, hours worked during the month, grant account and position number; obtains the PI signature and forwards to ORSP on a timely basis.
 - b. Each month, ORSP Personnel staff reviews project funding and award budget end dates. ORSP Personnel staff reviews the Human Resources list of all employees with end dates in the current month and sends the list to the PI asking for instructions regarding any termination or reappointment.
2. Initiation
 - a. For initial appointments, ORSP submits a Student Payroll Action Request (SPAR) for each student employee or Employee Action Request (EAR), Oath, Designee and Biographical Information for each hourly employee and generates an electronic ETRAC appointment.
 - b. Each month, the PI submits student and hourly attendance information to ORSP from which the ORSP Personnel Specialist prepares a student batch in Time and Labor indicating the number of hours worked for the current month.
 - c. The batch is then forwarded to the ORSP Personnel Manager for approval and submitted to the Payroll Office.
3. Loading
 - a. The Payroll Office reconciles the information on the SPAR and EAR forms with ETRAC, assigns retirement plan and work group, verifies appointment end dates, and checks for multiple appointments, probationary and anniversary dates; then loads the ETRAC into HRMS.
 - b. For international students and hourly employees who hold United States visas, the Payroll Office must enter information into the Identification Data fields in both HRMS and the State Controller's Office system.

4. Processing
 - a. Once the information is approved and verified, the data (time) is submitted by the Payroll Office to the State Controller's Office for payment.
 - b. The following business day, issued payments are reflected on the warrant register. The Payroll Office reconciles payments with information from HRMS.
 - c. Payments not generated are researched by the Payroll Office and necessary steps are taken to issue pay.
5. Disbursement
 - a. The Payroll Office completes the Warrant Release Form for disbursement.
 - b. The authorized Payroll Assistant signs the warrant register in Human Resources and takes the Warrant Release Form to the Disbursement Office in Fiscal Affairs to pick-up checks on the student pay day.

B. Student or Hourly Employee -- Retroactive

1. Reporting
 - a. Each month, the student or hourly employee completes a timesheet listing employment status, hours worked during the month, grant account and position number; obtains the PI signature and forwards to ORSP on a timely basis.
 - b. Each month, ORSP reviews project funding and award budget end dates. ORSP also reviews the list from Human Resources of all employees with end dates in the current month to verify PI's are aware of any conflicts.
2. Initiation
 - a. ORSP submits a Student Payroll Action Request (SPAR) for each student employee or Employee Action Request (EAR), Oath, Designee and Biographical Information for each hourly employee and generates an electronic ETRAC appointment.
 - b. For retroactive pay, ORSP submits a Student Attendance Form (CD048 or 672) and student voucher with appropriate signatures to the Payroll Office for processing.
3. Loading
 - a. The Payroll Office reconciles the information on the Student Payroll Action Request or Employee Action Request with the ETRAC, assigns retirement plan and work group, verifies appointment end dates, and checks for multiple positions, probationary and anniversary dates; then loads the ETRAC into HRMS.
 - b. For international students with who hold United States visas, the Payroll Office must enter identification data information in both HRMS and the State Controller's Office system.
4. Processing
 - a. The Payroll Office enters in the hours worked and salary rate into the State Controller's Office system to generate payment.
 - b. The following business day, issued payments are reflected on the warrant register. The Payroll Office reconciles payments with information (time) submitted.

- c. Payments not generated are researched by the Payroll Office and necessary steps are taken to issue pay.
5. Disbursement
 - a. Warrant Release Forms are completed by the Payroll Office for disbursement. The authorized staff person signs the warrant register in Human Resources, then takes the Warrant Release Form to the Disbursement Office in Fiscal Affairs to pick up checks.
 - b. The warrant register, student attendance forms and student vouchers are stamped PAID and filed in Human Resources.

RELATED DOCUMENT

- [San Francisco State University Human Resources](#)
- Student Attendance forms (#CD048)
- Employee Attendance forms (#672)