

From: Laura Needham (Ineedham)
Sent: Monday, November 16, 2015 4:03 PM
To: Laura Needham (Ineedham)
Subject: Winter Break/Spring Assignments
Importance: High

Hello Supervisors,

It's the middle of November already—holy smokes! I am sure our student employees are feeling it the most, so wish them luck as they approach paper deadlines and finals week 😊

WINTER BREAK

You MUST notify me if your student employees will work over winter break. Students may work up to 40 hours a week while classes are not in session. Please make sure you have the budget to accommodate their earnings, and keep track of their total working hours to ensure they do not exceed 1500 hours between May 1, 2015 – April 30, 2016. **Students who complete their degrees (graduate) in the fall are not eligible to work under the student employment program over winter break.**

SPRING ASSIGNMENTS

Please contact me with any **NEW HIRES** for the spring 2016 term. Attached is an Excel form you can use to e-mail your new assignments. Also notify me of students who will **NO LONGER WORK** after the fall 2015 term. Students who are currently employed and will continue to work will remain in MyTime.

PAYROLL TIMECARD APPROVALS

Student employee timecards for the 11/30 – 12/13 pay period need to be approved, with all errors and missed punches resolved, no later than Monday, 12/14/15 at 12 noon. If you are unable to resolve and approve timecards: please notify your supervisor to make arrangements, use the delegation feature in MyTime (see page 38 of the supervisor manual), or download the MyTime mobile app to approve timecards off site. Attached are updated payroll schedules as well as the Supervisor and Mobile MyTime manuals.

In addition, student employee timecards will require approval during break even when classes are not in session, and even if the students do not work. You do not need to wait until the end of a pay period to approve a timecard. For example, if a student is not working during the 12/14 – 12/27 pay period, you can approve the blank timecard as early as 12/14. Deadlines must be adhered to in order for Payroll to maintain the pay dates reflected on the student pay calendar. The automated email notifications will still be sent by MyTime.

Good luck with the remainder of 2015, and please let me know if you have any questions.

Thank you,

Laura Needham '13
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