

**Louisiana Tech University
Student Payroll Calendar
Fiscal Year 2016-2017**

Pay Period	Due Date	Pay Date
07/01/16 - 07/24/16	Monday, 07/25/16	Wednesday, 08/03/16
07/25/16 - 08/18/16	Monday, 08/22/16	Wednesday, 08/31/16
08/19/16 - 09/11/16	Monday, 09/12/16	Wednesday, 09/21/16
09/12/16 - 10/09/16	Monday, 10/10/16	Wednesday, 10/19/16
10/10/16 - 11/06/16	Monday, 11/07/16	Wednesday, 11/16/16
11/07/16 - 12/04/16	Monday, 12/05/16	Wednesday, 12/14/16
12/05/16 - 01/01/17	Wednesday, 01/04/17	Friday, 01/13/17
01/02/17 - 01/29/17	Monday, 01/30/17	Wednesday, 02/08/17
01/30/17 - 02/26/17	Monday, 02/27/17	Wednesday, 03/08/17
02/27/17 - 03/26/17	Monday, 03/27/17	Wednesday, 04/05/17
03/27/17 - 04/23/17	Monday, 04/24/17	Wednesday, 05/03/17
04/24/17 - 05/28/17	Monday, 05/30/17	Wednesday, 06/07/17
05/29/17 - 06/30/17	Thursday, 06/15/17 *Estimate time from 06/15/17 - 06/30/17*	Friday, 06/30/17

Pay periods are usually four weeks and run Monday to Sunday.

Timesheets are due in the Financial Aid Office (Keeny Hall Room 240) by **NOON** on the Monday they are due, unless otherwise noted.

Student payroll checks will disburse on Wednesday's for Fiscal Year 2016-2017, unless otherwise noted.

IMPORTANT DATES TO REMEMBER:

- 08/12/16:** Last day graduating students & students not registered for Fall Quarter 16-17 can work.
- 08/18/16:** Last day Federal Work Study student employees who have remaining eligibility for Summer Quarter 15-16 and are registered for Fall Quarter 16-17 can work under their 15-16 certifications. Regular Funds student employees can work under their 15-16 certifications through August 18th provided they are also registered for Fall Quarter 16-17.
- 08/19/16:** Start of new academic year in regards to student employment. First day 16-17 certifications are required for **ALL** student workers. First day students who were NOT enrolled in Summer Quarter 15-16 can work if registered for Fall Quarter 16-17.
- 11/17/16:** Last day graduating students & students not registered for Winter Quarter 16-17 can work.
- 02/23/17:** Last day graduating students & students not registered for Spring Quarter 16-17 can work.
- 05/19/17:** Last day graduating students & students not registered for Summer Quarter 16-17 can work.
- 08/11/17:** Last day graduating students & students not registered for Fall Quarter 17-18 can work.

PLEASE SEE THE REVERSE

STUDENT EMPLOYMENT ELIGIBILITY RULES (*Student eligibility rules apply to ALL students, ALL quarters*):

- Students must be enrolled at least half-time to be eligible for student employment. Half time enrollment is defined as 4 hours for undergraduates or 3 hours for graduates.
- Students must have cumulative undergraduate GPA of 2.0 or cumulative graduate GPA of 3.0 during employment. First time freshmen must have an ACT Composite score of 20 or higher at time of employment.
- Enrollment hours and GPA must be checked before hire date and at the beginning of each quarter. You can check the CICS system or with the FAO to make sure each student worker is enrolled at least half-time and is meeting the cumulative college GPA required. If a student does not meet one of these, employment must discontinue immediately.
- Student workers will be allowed to hold only one job at a time during an academic year (ex: FWSP, Regular Funds, Graduate Assistantship, etc).
- Student employees may not exceed working 20 hours per week/80 hours in a pay period during any 4 week pay period. **NO EXCEPTIONS!!!**

CERTIFICATION:

It is essential that **ANY** student performing work of any nature for the University be eligible and properly certified **PRIOR TO** their beginning work. This is true for **ANY** student performing work regardless of the source of funding for their wages. Certifications are to be received in the Financial Aid Office within 3 days of hire date.

New student employees must complete the Request for Certification, W-4, L-4, and I-9. Students continuing their employment only need to complete the Request for Certification. Student employment forms are available on our website http://www.latech.edu/financial_aid/aid/student_employment.php . Please note: Federal Work Study Program certification forms are **ONLY** available in the Financial Aid Office and not online.

INTERNATIONAL STUDENT WORKERS:

ALL International student workers **MUST** complete the entire certification packet **EACH** year of employment. Also, International student workers are required to complete the Foreign National Data Form **EACH** year of employment. A valid Social Security card with authorization to work in the United States must be presented at the time of employment.

TIMESHEETS:

Timesheets are sent to the department through campus mail in the assigned blue or red payroll envelopes the week before the new pay period begins. If you do not receive a timesheet for a student worker, contact the Student Employment Coordinator. A temporary time sheet can be found at http://www.latech.edu/financial_aid/docs/2016-17/faf1617061.pdf

COMPLETION OF TIMESHEETS:

- Students are **NOT** allowed to work during a scheduled class. Time sheet **MUST** be checked to ensure no work hours are reported during class time.
- Timesheets should be filled in after the fact with the actual time worked by the student, not completed prior to their work based on an anticipated work schedule.
- The timesheets should not be signed by the student worker and should not be approved by the supervisor until the end of the pay period to show agreement of actual hours worked. **TIMESHEETS WILL NOT BE PROCESSED WITHOUT BOTH SIGNATURES.**
- Timesheets should not be submitted early with estimated hours unless specifically instructed to do so.
- If a student works during an official University closure, please complete the Student Worker Request to Work Official University Closure form and attach it to the time sheet.

STUDENT EMPLOYMENT DROP FORM:

Please complete the Student Employment Drop Form and submit to the FAO as soon as a student's employment is discontinued for **ANY** reason. (*EXAMPLES: graduating, dropped below half-time enrollment, not enrolled, etc...*)

QUARTER BREAK:

Students are **ONLY** allowed to work during quarter break during the academic year if they are enrolled at least half-time for the following quarter. Please note that students are still limited to working 20 hours/week for the pay period. Please contact the Financial Aid Office at 318-257-2641 or email carol@latech.edu if you have any questions.