

**Louisiana Tech University
Payroll Schedule Change
for Student Employees**

Effective January 1, 2020



How will Student Workers be impacted by the change in pay schedule?

- Non-classified staff, academic administrators, and graduate and undergraduate employees will change to a biweekly payroll cycle.
- Graduate Assistants
 - GAs will receive their last monthly disbursement on December 30th.
 - The first biweekly pay date will be January 10th for the period covering January 1st – January 3rd.
 - First full biweekly pay cycle will be paid on January 24th for the pay period covering January 4th – January 17th.
- Other Student Employees
 - The last four-week payroll disbursement will be issued on Friday, January 10th for the pay period ending January 3rd.
 - The first biweekly payroll will be paid on January 24th for the pay period covering January 4th – January 17th.



Why move to biweekly pay?

- Standardize payroll schedules for Louisiana Tech, Southeastern, and UNO in preparation for Workday, our new ERP system
- Create greater efficiencies in Human Resources and Office of the Comptroller
- Utilize industry best practices for payroll administration
- Pay our student employees more frequently
- Will often shorten the delay in the first payroll disbursement for new employees
- Each of the three institutions can process payroll for the others in the event of an emergency



How will this change affect my pay?

- The change in payroll schedule will not change what you earn
- Biweekly pay is issued one week in arrears instead of the last day of the pay period
- Your January 10, 2020 paycheck will cover:
 - the pay period of January 1st – 3rd for graduate assistants
 - the final four-week payroll disbursement for undergraduate student employees, for the period ending January 3rd
- Your January 24, 2020 paycheck will cover the full biweekly pay period of January 4th – 17th



Biweekly Payroll Schedule January – June 2020

Pay Period Dates	Pay Date
1/01/20 – 1/03/20	1/10/20 – partial pay period for graduate assistants. For all non graduate assistant student employees, this will be the last 4-week pay period check.
1/04/20 – 1/17/20	1/24/20
1/18/20 – 1/31/20	2/07/20
2/01/20 – 2/14/20	2/21/20
2/15/20 – 2/28/20	3/06/20
2/29/20 – 3/13/20	3/20/20
3/14/20 – 3/27/20	4/03/20
3/28/20 – 4/10/20	4/17/20
4/11/20 – 4/24/20	5/01/20
4/25/20 – 5/08/20	5/15/20
5/09/20 – 5/22/20	5/29/20 – 3 rd paycheck in May
5/23/20 – 6/05/20	6/12/20
6/06/20 – 6/19/20	6/26/20



How will this change affect the submission of my attendance report / timesheet?

- Both Graduate and undergraduate students will continue to use a modified paper attendance report or timesheet until the implementation of Workday
- **Graduate Assistants, Teaching Assistants, and Research Assistants:**
 - The Office of the Comptroller will email a new Graduate Assistant Attendance report template. This template will also be available online.
 - This new Graduate Assistant Attendance Report will be due to the Office of Human Resources on the Wednesday following the end of each pay period.
 - For example, attendance reports for the pay period of January 1st – January 3rd will be due on Wednesday, January 8th, and attendance reports for the pay period ending Friday, January 17th, will be due in the Office of Human Resources on Wednesday, January 22nd.



Example of new GA Attendance Report

LOUISIANA TECH UNIVERSITY
GRADUATE ASSISTANT ATTENDANCE REPORT

Name: _____ Department _____

CWID: _____ Pay Period _____

ATTENDANCE RECORD

(Mark only days NOT worked that you were scheduled to work)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT I HAVE WORKED MY NORMAL DAILY SCHEDULE.
HOURS NOT WORKED ARE INDICATED ABOVE. I UNDERSTAND THAT
ANY FALSIFICATION OF REPORTING HOURS WORKED MAY RESULT IN
DISCIPLINARY ACTION BY THE UNIVERSITY AND MAY INCLUDE
CRIMINAL CHARGES.

Signature (Graduate Asst)

Signature (Budget Unit Head)

Signature (Dean)

INSTRUCTIONS

1. Enter name, campus wide ID, department, month and year for the reporting period
2. Please enter the actual numerical dates in the blanks to reflect the dates of the pay period
3. Make entries in blocks only if you did NOT work a normal daily schedule.
4. Return attendance reports to the Office of Human Resources the Wednesday following the end of a pay period

(print on green paper)

1/1/19



Attendance Reports / Timesheets (Continued)

- Other Student Employees (Both Regular Student Labor funds and Federal College Work-study funds):
 - The new timesheets for undergraduate student payroll will be distributed in the normal manner from Carol Clements in the Office of Financial Aid for the first biweekly pay period.
 - The completed biweekly timesheets will be due at 5:00 P.M. in the Office of Financial Aid on the last Friday of each pay period.
 - For example, timesheets for the first student biweekly pay period ending on Friday, January 17th, will be due to the Office of Financial Aid by the end of that day.



Questions?

- Email workday@latech.edu
- Contacts:
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- For copies of this presentation and other campus communications related to the payroll schedule change, please visit latech.edu/workday.

