

PORTLAND STATE UNIVERSITY

Payroll Guide for Student Employees

PSU Human Resources Contact Information

www.hrc.pdx.edu

Front Desk: 503.725.4926

Student Payroll: 503.725.5091

1. Student Employee Work Hour Restrictions

- a. No more than 40 hours per week
- b. No more than 130 hours per pay period
- c. International employees in the US on an F-1 visa are restricted by federal law to no more than 20 hours per week when school is in session.
- d. Graduate Assistants have additional work hour rules associated with that program.

2. Enrollment Requirement

- a. Employee must be enrolled for 6 credits undergraduate or 5 credits graduate for 3 of the 4 terms during the year in order to be eligible for a student position on campus.

3. Payroll Deadlines

- a. Electronic time sheet submission: 5pm on the 16th of each month
- b. All other documents are due on the 16th of each month to be effective for that month.

4. Reminders

- a. **If you file “Exempt” on your W-4, you must renew this status each year by February 15th.**
- b. **If you are an international employee, you must renew the CONRA form every year by January 10th.**

5. Web Time Entry – Quick Reference

- a. Log into your account at www.banweb.pdx.edu
 - i. “PSU ID” is either your system generated ID number (9xx-xx-xxxx) or your SSN.
 - ii. “PIN” is the password you selected.
- b. From the Main Menu select “Employee”
- c. From the Employee Menu select “Timesheet”
 - i. If you have more than one job, then select which time sheet you want to work with. Select the time period you wish to view. Click on “Select.”
- d. Click on “Enter Hours”
 - i. If this position is a work-study position, then enter hours only on the work-study line.
 - ii. If this position is a regular position, then enter hours only on the regular line.
 - iii. Enter times in and out in the correct format (e.g. “8:00”).
 - iv. Ensure that the “AM/PM” indicator is correct on each entry.
 - v. ****SAVE**** each day before moving on to the next day.
 - vi. Click on “Next Day” to enter your time day by day.
 - vii. Click on “Timesheet” to get back to the main time sheet view.
- e. Preview your time sheet prior to submission
- f. Print a copy if needed from this view by choosing the print icon on your internet browser.
- g. Return to main time sheet view by clicking on “Previous Menu.”
- h. Submit your time sheet for approval
 - i. In order to be paid on time you must submit your time sheet by 5pm on the 16th of each month.
 1. If you submit after this deadline, please contact your time sheet approver to let them know about the late submission.
- i. After selecting the “Submit” button a new screen will appear titled “Certification.” Enter your PIN (the same one you used to log in to Banweb). This is your electronic signature.
 - i. If the “Certification” screen does not appear, then you are not actually submitting your time. Log out, log back in and please try again.
 - ii. The system will flash a message when you have submitted successfully.
- j. Check back in a few days to ensure that your time sheet was approved. If it wasn’t please contact your supervisor immediately.

6. Time Sheet Status Indicators

- a. Not Started
 - i. No entry has been done on the time sheet.
- b. In Progress
 - i. Your time sheet has NOT been submitted to your supervisor for approval.
- c. Pending
 - i. Your time sheet HAS been properly submitted and is awaiting approval.
- d. Error
 - i. There is a problem with your time sheet and it cannot be properly submitted or approved.
- e. Returned for Correction
 - i. Your time sheet was properly submitted, but your approver found an error on it which they want you to fix and then re-submit your time sheet.
- f. Approved
 - i. Your time sheet is approved and is awaiting payment action.
- g. Complete
 - i. Payment action has been taken on the time sheet.

7. FAQ's

- a. Why don't I have an Employee section when I log into Banweb?
 - i. You have not been set up as an employee on the payroll system yet. Please come to HR and fill out new hire paper work. Bring your social security card and I-9 identification.
- b. Why can't I access my time sheet?
 - i. You don't have a job set-up on the system yet. Please check with your supervisor that a Hire/Change form has been submitted for you.
 - ii. Or, there is an issue with the approval set-up in the system. Your supervisor will need to contact HR to resolve the issue.
- c. Why is the pay rate wrong?
 - i. Pay rates for student employees are updated when the time sheet is approved. If it was not corrected at the time it was approved then please contact your supervisor immediately.
- d. Why can't I submit my time sheet?
 - i. There is an error on the time sheet such as overlapping hours. Please print a copy and take a closer look to catch the error.
 - ii. Or, you are attempting to submit 30 days after the end of the pay period. You will need to print and submit a paper copy of the time sheet.
- e. My wages are paid from a grant, do I still need to submit my hours online?
 - i. YES!! The grant accounting will be done concurrent to your being paid on time.