



STUDENT PAYROLL

StudentPayroll@Whitman.edu

509-527-5985

DO YOU QUALIFY TO BE A STUDENT EMPLOYEE?

- ❖ Student employees must be registered students taking **at least 6 credits**. The only exception is students in their last semester.
- ❖ Student employees must be residing in the US.
 - ❖ Students residing outside the US are not eligible for student employment.
- ❖ Student employees have to be set up with HR before they are eligible to start working.
 - ❖ If you are not set up, you will need to contact HR to complete the necessary forms. HR@whitman.edu
- ❖ International students need to complete / update their Tax Determination System (TDS) profile in order to be eligible for student employment
 - ❖ If you need assistance, you should contact Greg Lecki at leckige@whitman.edu

STUDENT PAYROLL INFORMATION

- ❖ The student pay period runs from the 9th of a month to the 8th of the following month (example May 9th thru June 8th)
- ❖ Student workers need to enter all hours and approve time in web timesheets no later than one business day after the 8th by 11:59pm.
- ❖ Pay is the 18th of the month or the closest business day, via ACH or Direct Deposit.
- ❖ Timesheets are opened the day after the previous pay periods timesheets are closed. (usually the 11th)
- ❖ Supervisors have two business days (usually the 10th at 11:59pm) after to approve timesheets.
 - ❖ Late timesheets (paper timesheet) received after payroll is processed will be paid with the following pay period.

Hour Limitations

- ❖ Domestic students on Work Study can work up to 19 hours per week during the academic year (fall and spring semesters).
 - ❖ Students in Federal or State Work Study positions are not allowed to work more than 19 hours a week during the semester while classes are in session.
- ❖ Non-Work Study domestic students can work up to 20 hours per week during the academic year (fall and spring semesters).
- ❖ International students can work up to 20 hours per week during the academic year (fall and spring semesters).
 - ❖ International students are not allowed to work more than 20 hours per week during the semester while classes are in session. **Going over is a violation of their student visa.**
- ❖ **Overtime is not permitted.** Overtime is when you work more than the hours stated above or more than 40 hours when classes are not in session (i.e. winter break, spring break) and during the summer (between commencement and the first day of fall semester).

PAID SICK LEAVE

- ❖ Student employees accrue paid sick leave at a rate of one hour of paid sick leave for every 40 hours worked.
- ❖ Student employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
- ❖ Unused paid sick leave of 40 hours or less will be carried over to the following year, which begins each January

TRACKING HOURS - STUDENT RESPONSIBILITIES

- ❖ All hours worked in all jobs (including sick leave if used) are included in total number of hours worked in a week.
- ❖ A week is defined as any hours worked between Sunday at 12:00 am to Saturday at 11:59 pm.
- ❖ Students should track their hours daily!
 - ❖ **Use the Student Employee hours tracker to easily keep track of your hours in multiple jobs.**
- ❖ Hours for the week do not start over if the pay period ends in the middle of a week.

GRADUATING SENIORS - LEAVE OF ABSENCE - WITHDRAWALS

- ❖ A student holds student employment status and can only be paid through student payroll through the end of the current pay period during which they are an active student. Upon graduating, withdrawing from school, or leave of absence status, a student is no longer considered active and is not eligible to work under student employment status. For example, students graduating in May can work as a student through the end of the May pay period, which ends June 8.
 - ❖ If your supervisor needs you to continue your employment with Whitman College, your supervisor will need to work with Human Resources in advance of the end date to transition you into a temporary staff position. As a temporary employee you will be subject to the standard OPE rate, regular tax withholding and other employment requirements.
- ❖ **International student visa rules stipulate that they are no longer eligible to work once their program has ended. Their program is considered ended on the last day of the semester.**

CONTACT INFORMATION

Student Payroll

Leah Maldonado

StudentPayroll@Whitman.edu

509-527-5985

Human Resources

HR@Whitman.edu

509-527-5273

Sprintax TDS

[Online Help Link](#)

[Live Chat](#)

TDSsupport@sprintax.com

International Student Support

Greg Lecki

Leckige@Whitman.edu

509-527-5005