Key Terms

**Biweekly student payroll (B1):** payroll schedule in which student hourly employees receive paychecks every other Friday (biweekly). This payroll schedule also has 26 biweekly paydays in a year; paydays fall on alternate Fridays from the B2 payroll. B1-1 through B1-13 are paid from January through June; B1-14 through B1-26 are paid from July through December. *Pay lags by one week.* Approved timesheets (yellow for work-study students or blue for non-work-study students) must be submitted every two weeks in order for individuals to be paid.

**Federal Work Study:** a program administered by Student Financial Services that is funded by the Federal Government with a required contribution provided by Rice University. Eligibility criteria are set by the Federal Government. Eligible students may secure responsible employment positions on-campus at wage rates related to skills needed and prior work experience. Hiring departments are charged a portion of the student's hourly wage (40% which represents the required Rice contribution); the remainder of the student's hourly wage is paid out of the student's work-study award. All student earnings are paid on the B1 payroll. *Overtime cannot be paid with these funds.*

**Rice Works:** a Rice work program that makes on-campus employment available to students interested in working part-time during the academic year. Hiring departments pay 100% of the student's hourly wage. All Rice students are eligible.

**Yellow timesheet:** timesheet used by hourly student employees with work-study awards to record their hours worked over the course of the two-week pay period. Yellow timesheets must be submitted by the end of the second week of the pay period in order for the student to be paid on the following Friday.

**Blue timesheet:** timesheet used by hourly student employees who do not have work-study awards to record their hours worked over the course of the two-week pay period. Blue timesheets must be submitted by the end of the second week of the pay period in order for the student employee to be paid on the following Friday.

**Non-exempt employee:** a person working in a position that must adhere to all requirements of the Fair Labor Standards Act. Employees in nonexempt positions are paid an hourly rate, track hours worked, and must receive at least minimum wage, as well as overtime pay for hours worked in excess of 40 in a workweek. It is preferred that non-exempt employees be on the bi-weekly (B2) payroll.
Federal Work Study at Rice University

Federal Work Study is a part-time employment program for students who have demonstrated financial need according to eligibility criteria set forth by the federal government. Students are limited to earning the dollar amount shown on their award letter.

In order to be considered for a work-study award, students must complete the FAFSA each year, demonstrate financial need, and maintain satisfactory academic progress.

- Work-study awards are student-based, not department-based. Each year Rice University receives a budget for work-study funds.
- Sixty percent of student wages are paid through a federal grant; the hiring department pays 40% of wages.
- Work-study awards are need-based awards. If a student has no unmet need (as defined by Rice), the student does not qualify for a work-study award. The student must have a work-study award offer from OFA to be employed using work-study funds.
- There is a limit to the amount of work-study funds a student can earn. This amount is listed on a student award letter.
- The SPAF form does not indicate a student’s award offer. If the student has been previously employed during the year or if the student is also employed in another position, the student will have less funding available. Please inquire when you hire students as to their prior/current work history at Rice for the academic year.
- The Office of Financial Aid will receive a monthly update on the amount of work-study funds earned by students from the Controller’s Office. If the report shows that the student has less than $300 or work-study eligibility left, the department will be notified and the student’s employment through Federal Work Study may be terminated.
- If a student earns more than their offered work-study award, the department will be charged the overage.
Rice Works Program

The Rice Works Program is an institutional employment program sponsored by various departments to provide on-campus employment opportunities to Rice students. Students need not be financial aid recipients to be employed through the Rice Works Program.

To be eligible for employment through the Rice Works Program during the fall and spring terms a student must be enrolled at least half-time in for-credit courses at Rice University. (For undergraduate students half-time is defined as 6 hours; for graduate students half-time is defined as 5 hours.)

During the summer, a student must meet one of the following criteria:

1. is a current student registered for the upcoming fall term;
2. is an entering student admitted for the upcoming fall term who has accepted the offer of admission in writing;
3. is a student enrolled in for-credit coursework at Rice during the June/July summer session.

To hire a student, the sponsoring department should have the student complete a Student Personnel Action Form and submit this form to Student Financial Services for initial processing. Student Personnel Action Forms are available online to student through the ESTHER website. If a student has any difficulty logging into the ESTHER website, the student should contact the Office of the Registrar.

The Payroll Office may request additional employment forms. All students in the Rice Works Program are subject to federal employment rules and regulations. Students employed through the Rice Works Program are not benefits eligible. For questions related to the payroll process including timesheet deadlines and pay dates, please contact the Payroll Office.
Rice Online Student Job Board

Rice IT created an electronic bulletin board for use by supervisors to post on-campus jobs and for students to find on-campus jobs. Supervisors are not obligated to post jobs through the online Job Board, though it is the most efficient way to advertise positions to busy students. Positions advertised on the Job Board may be Federal Work Study or Rice Works positions.

The online Rice Job Board is located at:

http://jobs.financialaid.rice.edu/index.cfm

To apply to be a Supervisor who may post jobs:

On the left side of the Job Board page, select “Supervisors.” Log in using your Rice NetID and password. When the Supervisor Home page appears, look to the left side of the page to select “Subscriptions.” When the Group Subscriptions page appears, choose the most appropriate Rice department or office in order to request membership in that group. If you do not see your group, look at the note under the Subscribe button in order to request that a new group be created.

Your request to join a group will be seen by existing group members, any one of whom may approve your access. If you are the first member, an automatic request will go to the Job Board Administrator in the Office of Financial Aid. If your group fails to approve you quickly enough, you may send an email to fina@rice.edu, asking to be approved immediately.

Helpful Documentation

On the Supervisor Home page, Rice IT placed helpful documentation to guide you through the Job Board tasks. See the light blue note for “Download training/help document here.”

Jobs Posted by Your Group

To manage jobs, on the left side of the Supervisor Home page, click on “Jobs.” The Jobs home page will appear, giving you access to “Create a job” or to “See archive jobs.” For further instructions, please see the IT training/help document on the Supervisor Home page.

For Students Who Wish to Browse Jobs and to Apply for Jobs

At the same link above, students may click on the left side of the Job Board page on the word “Applicants.” Students may login using their Rice NetIDs and passwords. To create a Profile, a student will click on the left side of the Applicant Home page on “Profile.” To browse posted jobs, a student may click on the left side of the Applicant Home page on the word, “Jobs.” When the Jobs page appears, a student may click on the blue “Browse jobs.”

For help, write to fina@rice.edu or call Debby at ext. 8038.
Determining Your Student Worker’s Wage Rate

Rice does not publish a standard wage rate chart for student workers. However, the Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State and local governments.

- All student workers MUST be paid at least the federal minimum wage of $7.25 per hour.
- Wage rates should be based on the student’s skill level and work performed.
  - If a student’s skill level depends on his or her academic advancement, you may pay a student on that basis.
    - For example, a junior or third-year lab student may be paid a higher rate than a sophomore or second-year lab student.
- In most cases, students should be paid a comparable wage to non-student employees performing comparable work.
- It is not acceptable to base the wage rate on financial need, federal work-study award amount or on any other factor not related to the student’s skills or job description.
- Student workers may be offered a pay increase or a raise based on exceptional performance, seniority or any other lawful reason as determined by the supervisor.

If you would like to see what other departments are paying, go to the Rice Job Board at http://jobs.financialaid.rice.edu/index.cfm

- Sign in as though you are an applicant.
- On the Applicant Home page, click on “Jobs” on the left.
- On the Jobs page, click on “Browse jobs.”
New Hire Paperwork due to Payroll

Congratulations on your new position here at Rice University. The Payroll department would like to welcome you with some useful information that will assist you in the new hire process. Below are important items that may require your immediate attention in order to complete the payroll process and ensure timely payment of your earned wages.

- **I-9 Form** – This is the Department of Homeland Security Employment Eligibility Verification Form that is required for all persons working in the United States. It must be accompanied by original supporting documents. If the department completes the I-9, then you are required to make copies and attach them to the form.

- **SPAF** – Student Personnel Action Form completed and submitted to your supervisor.

- **W-4 Form** – This is an IRS required document that determines how you will be taxed.

- **Direct Deposit Form** – All new hires are strongly encouraged to participate in our direct deposit program for payroll. This is the safest and most reliable method to ensure timely and accurate receipt of your scheduled paycheck.

- **Payroll Calendar** – This is a useful tool in assisting you in determining due dates for timesheets and pay days.

All student employees are paid on a bi-weekly basis (every other Friday) known as the “B-1” payroll. Your work week begins on Mondays and ends on the following Sunday. Timesheets are due to the Payroll office at noon the Friday prior to the Sunday work week end date. We must receive the original timesheet along with your signature and your supervisor’s signature in order to process the timesheet for payment.

It is the student’s responsibility to ensure a Student Personnel Action Form, commonly referred to as “SPAF” is completed and turned into your department head for authorization at the beginning of each assignment. SPAF's are due twice per year; once at the start of your year and once for the summer session. We cannot process a timesheet without an updated or current SPAF on file and this will delay your payroll check.

We hope that you find your employment at Rice rewarding and enjoyable. If you have any payroll related questions, or require any additional assistance, please do not hesitate to contact one of our Payroll team members at (713) 348-3410, or you may e-mail us at payroll@rice.edu.
Federal Work Study students should submit **YELLOW** timesheets.

## STUDENT PERSONNEL ACTION FORM - Federal Work Study

**STUDENT INSTRUCTIONS:** Present this form to your supervisor before the expiration date of 10/01/2010. Federal Work Study students should complete and submit a **YELLOW** timesheet each pay period.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rice Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice ID:</td>
<td>0000000000</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>09/23/1912</td>
</tr>
<tr>
<td>Award Year:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Rice.Student@rice.edu">Rice.Student@rice.edu</a></td>
</tr>
<tr>
<td>Address:</td>
<td>6100 Main Houston, Texas 77005</td>
</tr>
<tr>
<td>Visa Type:</td>
<td></td>
</tr>
</tbody>
</table>

I hereby accept the terms of this job and agree to abide by the rules specified in the Statement of Student Employee’s Rights and Responsibilities. Further, if receiving Federal Work Study, I certify that I will use the proceeds of any Work Study compensation to pay educational expenses.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

## HIRING DEPARTMENT:

Please complete this section, sign, and forward the original form to Student Financial Services, MS-12.

Note: If the student has been awarded Federal Work Study, the amount awarded may not reflect the amount available if the student has an additional job or has been previously employed during the academic year. If the student exceeds the work study award, the department will be charged any overage. I UNDERSTAND THAT BY SIGNING THIS FORM, I AM AUTHORIZING ANY OVERAGE CHARGE.

**Department Type of Action:** (check all that apply): [ ] New [ ] Raise [ ] Change in Pay Rate [ ] Budget Change [ ] Terminate

**Department Name:**

**Fund:** [ ] Org:

**Account:**

**Program:**

**Department Attached I-5** (circle one): [ ] Yes [ ] No

**Department Attached W-4** (circle one): [ ] Yes [ ] No

*International Students must go to Payroll to complete I-5 and W-4 documentation.*

**Department Supervisor for this Student:**

**E-mail:**

**Department Supervisor (for timesheet) Signature:**

**Ext:**

**MS#:**

**Student Position Job Title:**

**Pay Rate:**

**Pay Frequency:**

[ ] Bi-Weekly — Pay Rate Per Hour =

**DEPARTMENT SIGNATURE (authorized for this budget expenditure):**

**Date:**

**Athletic Department Signature (required for all athlete workers):**

**Date:**

## STUDENT FINANCIAL SERVICES:

Student has been verified as a Federal Work Study recipient. Further, the above referenced student has been approved to work under the Federal Work Study program and its guidelines.

**Student Financial Services Signature:**

**Date:**
Federal Work Study students should submit **YELLOW** timesheets.

RICE UNIVERSITY

**COLLEGE WORK-STUDY PROGRAM**

**STUDENT TIME SHEET**

- Undergraduate Acct #60810
- Graduate Acct #60880

* NAME (PRINT) ____________________________

NOTE TO STUDENT – YOU MUST FILL OUT TOP PORTION COMPLETELY

<table>
<thead>
<tr>
<th>* HRS. WORKED 1ST WEEK</th>
<th>* HRS. WORKED 2ND WEEK</th>
<th>* TOTAL HRS.</th>
<th>* COMPLETE ONLY IF CHANGED FROM SPAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>REG. OVT. RATE/AMT</td>
<td>FUND ORG ACCT PROG</td>
</tr>
</tbody>
</table>

Submit original to Payroll Dept – 26th Floor – M1HP - #2650 – Time sheets are due on Friday by 12: noon. All asterisk and bold print areas must be filled out completely before timesheet can be paid.

* ____________________________ * ____________________________

SUPERVISOR DATE PAYEE SIGNATURE DATE

RICE UNIVERSITY

**COLLEGE WORK-STUDY PROGRAM**

**STUDENT TIME SHEET**

- Undergraduate Acct #60810
- Graduate Acct #60880

* NAME (PRINT) ____________________________

NOTE TO STUDENT – YOU MUST FILL OUT TOP PORTION COMPLETELY

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<tr>
<th>* HRS. WORKED 1ST WEEK</th>
<th>* HRS. WORKED 2ND WEEK</th>
<th>* TOTAL HRS.</th>
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<td>FUND ORG ACCT PROG</td>
</tr>
</tbody>
</table>

Submit original to Payroll Dept – 26th Floor – M1HP - #2650 – Time sheets are due on Friday by 12: noon. All asterisk and bold print areas must be filled out completely before timesheet can be paid.

* ____________________________ * ____________________________

SUPERVISOR DATE PAYEE SIGNATURE DATE
Sample RICE WORKS Student Personnel Action Form

Rice Work students should submit **BLUE** timesheets for Payroll.

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**STUDENT PERSONNEL ACTION FORM – Rice Work**

**STUDENT INSTRUCTIONS:** Present this form to your supervisor before the expiration date of 10/01/2010. Rice Work students should complete and submit a **BLUE** timesheet each pay period.

- **Name:** Rice Student
- **Rice ID:** 5000000000
- **Date of Birth:** 09/23/1912
- **Phone:**
- **Email:** Rice.Student@rice.edu
- **Address:** 610 Main
- **Position Number:**
- **Account Code:**
- **Program:**
- **Effective Date:**
- **Award Year:** [ ] Fall [ ] Spring [ ] Summer
- **Position:**
- **If Foreign Student, Country:**
- **Visa Type:**
- **Student Signature:**

---

**HIRING DEPARTMENT:**

Please complete this section, sign, and forward the original form to Student Financial Services, MS-12.

Note: If the student has been awarded Federal Work Study, the amount awarded may not reflect the amount available if the student has an additional job or has been previously employed during the academic year. If the student exceeds the work study award, the department will be charged any overage. I UNDERSTAND THAT BY SIGNING THIS FORM, I AM AUTHORIZING ANY OVERAGE CHARGE.

- **Department Type of Action (check all that apply):** [ ] New [ ] Raising [ ] Change in Pay Rate [ ] Budget Change [ ] Terminates
- **Department Name:**
- **Account:**
- **Program:**
- **Department Number:**
- **Fund:**
- **Org:**
- **Department Attached I-9:** [ ] Yes [ ] No
- **Department Attached W-4:** [ ] Yes [ ] No

*International Students must go to Payroll to complete I-3 and W-4 documentation.*

- **Department Supervisor for this Student Worker:**
- **Student Position Job Title:**
- **Pay Rate:**
- **Pay Frequency:**
  [ ] Bi-Weekly
  [ ] Pay Rate Per Hour

**DEPARTMENT SIGNATURE (authorized for this budget expenditure):**

- **Athletic Department Signature (required for all athlete workers):**

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**STUDENT FINANCIAL SERVICES:**

Student enrollment has been verified and the above referenced student is eligible to work for Rice University.

- **Student Financial Services Signature:**
- **Date:**
Rice Work students should submit **BLUE** timesheets for Payroll.

### Student Time Sheet

*Rice University Work Program*

#### Student ID No.

**NOTE TO STUDENT** - You must fill out top portion completely.

<table>
<thead>
<tr>
<th>*Hrs. Worked 1st Week</th>
<th>*Hrs. Worked 2nd Week</th>
<th>*Total Hrs.</th>
<th>*Complete Only If Changed From SPAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>REG. OVT.</td>
<td>RATE/AMOUNT</td>
</tr>
</tbody>
</table>

Submit original to Payroll Dept – 26th Floor – MHMP – #2650 - Time Sheets are due on Friday by 12:00 noon.

All asterisk and bold print areas must be filled out completely before timesheet can be paid.

* SUPERVISOR  DATE  PAYEE SIGNATURE  DATE*
Procedures for Completing the

Student (YELLOW or BLUE) Timesheet

All required fields are marked with an asterisk (*). These lines must be completed in order for Payroll to process the payment.

1. **Period Ending** – The end date of the pay period is important to reflect the two weeks actually worked. If all these lines are not completed, then there could be errors in processing the hours worked.

2. **Overtime** – If a student employee works over 40 hours during any week, he or she must be paid overtime according to Federal Labor Laws. This includes hours that he or she may have worked in another department.

   *Departments pay 100% of overtime hours worked by work-study students.*

3. **Charge to Fields** – If the charge-to fields (fund, org, account, program) are left blank, then the labor distribution defaults to the information on the PAF on file with Payroll. If a different fund, org, account or program is shown, Payroll overrides the default distribution to that of the timesheet.

4. **Payee Signature** – The student’s signature certifies that the student agrees with the information listed on the timesheet.

5. **Supervisor Signature** – The signature of the supervisor verifies the hours worked, correct total hours, the labor distribution and whether the student has completed the correct timesheet. Signatures are required before Payroll can release the paycheck.
Paycheck Distribution

Biweekly students are paid on a one-week lag.

Payments are made every other Friday for hours worked during the previous two completed work weeks. The work week on which the paycheck is received is actually the first week of the next pay period.

ESTHER provides on-line access to paycheck stubs as well as provided earnings and deduction histories for each employee to view on campus only. ESTHER is available to view at https://esther.rice.edu.

Students must pick up their own checks in the Payroll Office.
**Form I-9**

If a department hires students who are US citizens, the department is responsible for completing the I-9 form or verifying the I-9 form has been completed previously and is on file with the Payroll Office. See Student I-9 Verification requirements.

*If a department is hiring students who are not US citizens or Lawful Permanent Residents, please note the following:*

- All students who are not US citizens or lawful permanent residents should complete an I-9 (Employment Eligibility Verification) Form with the Payroll Office located at 2650 Memorial Herman Medical Plaza.

- Please refer to the following link on the US Citizen and Immigration Services website for any updates on the I-9 Form or its requirements:
  

- Students who are not US citizens or lawful permanent residents are not eligible for work-study, and *may not work more than 20 hours per week while they are enrolled* (this includes stipend work).
Student I-9 Verification Requirements

The Department of Homeland Security requires all US employers to verify the identity and employment eligibility of all new employees by recording such information on the US Citizenship and Immigration Services Form I-9 Employee Eligibility Verification. The form may be found at the Human Resources website:

http://professor.rice.edu/Templates/Controller.aspx?id=7013

Thank you for your cooperation in completing the I-9s for students that you employ. We understand the efforts involved with this undertaking, but your involvement helps expedite the payroll process. We are requesting that you still complete the I-9 for your students who are US citizens. If your student is a non-resident, then he or she must come to the Payroll Office to complete an I-9 Form.

Currently, most of the previously employed students have a valid I-9 Form on file with the Payroll Office. If you have Payroll security for Web forms, then you will be able to determine if your student has completed an I-9 Form by reviewing the HR/Payroll Query Employee Information. A copy is attached with an example of a student with an I-9, and one without.

If your student does not have his or her I-9 on file with the Payroll Office, then you **must** not let him or her work until the I-9 form is completed. The Student Personnel Action Form may be complete and sent to the Office of Financial Aid, but do not send any timesheets until you have verified that Payroll has received the student’s I-9 Form.

The student completes Section 1 of the I-9 Form and signs it. The department needs to verify the information and make **legible copies** of the documents, then attach those copies to the I-9. The department completes Section 2 of the form and signs as the employer to verify that you have reviewed the original documents.
Notice to students regarding I-9 Form requirement.

Do you plan to work on campus?

Be prepared to fill out your I-9 form before you begin!

What’s an I-9 Form?

Everyone in the United States, not just students, must complete this federal form when beginning a job with a new employer in order to establish their work eligibility. For on-campus jobs, the employer is always Rice, so you need to complete an I-9 only once while you are at Rice.

What Original Documents Do I Have to Have with Me?

Although the form itself is easy to fill out, you must also present an original, unexpired document or documents that establish your identity and employment eligibility. Most students use either an original unexpired U.S. Passport, OR an unexpired driver’s license AND an original Social Security Card. There is a complete list of all acceptable documents on the last page of the I-9 Form.

When Does the Form Have to Be Completed?

Section I of the form must be completed on or before your first day of work, and Section II must be completed within 3 business days of your first day of work.

Can I Be Paid Before the Form is Completed?

Please note that you will not be allowed to be paid until the I-9 form is complete.

Where Do I Fill Out the I-9 Form?

Students that are U.S. citizens will complete the I-9 form in the department in which they will be working.

Foreign national students and students with U.S. Permanent Residency will complete the I-9 form in the Rice University Payroll Office located in the Memorial Hermann Medical Plaza, 26th floor.

For more on student employment opportunities click here.
Direct Deposit Set-Up Instructions

1. Complete a Direct Deposit Form.
2. Attach a voided check – you must do this in order for us to process your request for direct deposit.
3. Return the Direct Deposit Form and voided check to Payroll at MS-71.

When Payroll receives your form, it will process your request. Be aware that it takes two pay cycles for your direct deposit to go into effect.

- The first time that you are paid, Payroll will send $0 (zero dollars) to your bank account to be sure the direct deposit works properly. You will receive a check that you will have to bring to the bank.
- The second time that you are paid, then Payroll will deposit money (i.e., your paycheck) to your account.

Link to Direct Deposit Form