

INTRODUCTION

Salem State College uses one system to pay all employees—the Commonwealth's Human Resource/Compensation Management System (HR/CMS). HR/CMS tracks vacation, sick and personal leave balances as well as compensatory time. Immediate supervisors submit daily exceptions and weekly attendance reports (for benefitted A01 employees) to the payroll unit at Financial Services. Requests for vacation and personal leave are approved and maintained at the department level using the Request for Leave Form. Special leaves are requested and approved through the Office of Human Resources and Equal Opportunity. These include maternity, family, Family Medical Leave Act (FMLA), and Small Necessities Leave Act (SNLA). Sick leave extensions are requested through the Office of Human Resources and Equal Opportunity and approved or disapproved by the president.

HR/CMS assigns an employee identification number and employee record number to every employee resident in the system. The employee ID number is generated when an employee is hired at the Office of Human Resources and Student Employment Office.

An employee will have only one employee identification number, but may have multiple employee record numbers. It is important to use the correct employee record number. The record number is linked to your departmental budget (chartfield) information, as well as an hourly pay rate. Using an incorrect record number may result in serious overpayment or underpayment to an employee. HR/CMS does not use social security numbers to identify employees.

Requests for overtime work must be pre-approved by both the area head and the respective vice president's office. Request for Overtime Work forms are available on the college Web site.

FORMS

Forms listed below can be found (pdf format) on the college's web site: <http://www.salemstate.edu/5946.php>.

- 1) Additional Compensation for Full-time Faculty Form
- 2) Classified Staff Attendance Report
- 3) Daily Payroll Exceptions and Corrections Form
- 4) Paid Detail Request (AFSCME employees only)
- 5) Professional Attendance Report
- 6) Request for Leave Form
- 7) Request for Overtime Work
- 8) Weekly Time Sheet (Student and Non-Student employees)

Financial Services will provide blank weekly attendance reports for faculty, librarians and administrators and daily time sheets for classified employees upon request. We can also provide forms listed above by email. Please send your email request to attendance@salemstate.edu.

MAINTAINING RECORDS AND REPORTING ATTENDANCE

Classified Staff and Professional Staff Exceptions Reports

Reporting daily exceptions to normal workweek

Departments will complete the Daily Payroll Exceptions form. Payroll exceptions are defined as any variation from an employee's normally scheduled workweek.

The regular work schedule is as follows:

1. Full-time, classified staff, (clerical/technical) employees are scheduled to work 37.5 hours weekly or seven and one half hours per day.
2. Full-time maintenance/security employees are scheduled to work 40 hours per week or eight hours per day.
3. Full-time faculty/librarians normal workload is 37.5 hours weekly or seven and one half hours per day.
4. Administrator's normal workload is 37.5 hours weekly or seven and one half hours per day.

Daily exceptions should be reported for the following:

1. All types of leave: vacation, sick, compensatory time in lieu of holiday, personal leave, and compensatory time used, etc.
2. Unpaid leave
3. Overtime and compensatory time earned
4. Standby pay
5. Exceptions should be submitted for all benefitted employees

To complete the Daily Payroll Exceptions form:

1. If you are submitting multiple exception report pages for your department, please indicate the total number of pages being submitted, and the appropriate number of each page.
2. Place a check in the exceptions box.
3. Print the department name.
4. Complete the payroll week ending date for which you are submitting exceptions.
5. Print the last name, then first name of the employee for whom you are reporting an exception.
6. Complete the employee ID number for the employee being reported. You should contact the Office of Human Resources and Equal Opportunity or the Payroll Office for employee ID numbers.
7. Complete the employee record number. You should contact the Office of Human Resources and Equal Opportunity or the Payroll Office for employee record numbers.
8. Complete the time reporting code column to reflect the appropriate TRC code.

9. Complete exception hours (as recorded on attendance report).
10. Date the report.

Submission of Daily Payroll Exceptions Reports

Departments must submit the Daily Payroll Exceptions form to the Payroll unit, Financial Services Office by 10 am daily for the previous day's exceptions. Departments can submit the Daily Payroll Exceptions form using the following methods:

1. Transmit by facsimile (fax number is 978.542.6164)
2. Transmit as e-mail attachment to the following address: attendance@salemstate.edu.
3. Deliver to Financial Services on the second floor, Administration Building

Changes to the Daily Exceptions Report

Departments must check off the 'Corrections' box in the 'Exceptions Report' to change information previously reported to the payroll unit.

1. If you are submitting multiple exception correction report pages for your department, please indicate the total number of pages being submitted, and the appropriate number of each page.
2. Place a check in the corrections box.
3. Print the department name.
4. Complete the date that matches the report submitted in error.
5. Print the last name, then first name of the employee for whom you are reporting a correction to a previous submission.
6. Complete the employee ID number for the employee being reported. You should contact the Office of Human Resources and Equal Opportunity or the Payroll Office for employee ID numbers.
7. Complete the employee record number. You should contact the Office of Human Resources and Equal Opportunity or the Payroll Office for employee record numbers.
8. Complete the time reporting code (TRC) which should be used.
9. Complete the exceptions hours which need to be changed.
10. Date the report.

Submission of Corrected Exceptions Report

Departments must submit the Daily Payroll Exceptions Corrections form to the Payroll Unit, Financial Services Office by 10 am daily to correct earlier submissions. This will ensure that payroll information will be updated in a timely manner. Departments can submit the Daily Payroll Exceptions/Corrections form using the following methods:

1. Transmit by facsimile (fax number is 978.542.6164)
2. Transmit as e-mail attachment to the following address: attendance@salemstate.edu.
3. Deliver to Financial Services on the second floor, Administration Building

Classified Staff Attendance Reports and Professional Attendance Reports

Departments are responsible for developing internal procedures to maintain attendance records for all AA employees including A01 part-time faculty.

Departments are responsible for recording the departmental employees' names on the forms in alphabetical order. Departments are also responsible for recording employee IDs and record numbers. It is suggested that a master document be developed and each week copied. Review each week the names, add new hires, delete names of those separated from the department, and put in week ending date.

Classified staff are required to sign in at the start of their shift, sign out at lunch, sign in from lunch and sign out at the end of the day. The weekly "Classified Staff Attendance Report" includes a separate column designated for overtime work.

Immediate supervisors/timekeepers record all absences on the Professional Attendance Reports and on the Classified Staff Attendance Reports. Time Reporting Codes appear on page eight of this document.

If you are submitting attendance for an employee who has used Bereavement Leave (BRL), indicate the relationship of the family member (refer to the Bereavement Leave chart on page seven of this document).

Departments should determine whether the employee wishes to receive pay or compensatory time for overtime and holidays worked and use the appropriate codes.

Departments need to determine whether employees should be paid for call back or stand-by pay and use the appropriate codes.

If you have submitted a weekly attendance report (classified or professional) that is incorrect, you must submit an amended report with an original signature and new date.

Submission of weekly Classified Staff Attendance Reports and Professional Employee Attendance Reports

Departments must submit signed weekly Classified Staff Attendance Reports and Professional Employee Attendance Reports to the Financial Services payroll unit by 12 noon on Friday for the workweek.

Departments can submit the signed weekly Classified Staff Attendance Report and Professional Employee Attendance Reports using the following methods:

1. Transmit by facsimile (fax number is 978.542.6164)
2. Deliver to Financial Services on the second floor, Administration Building

LEAVE

Request for Leave Forms

Employees who want to take personal, vacation, holiday, or compensatory leave time must make a request on a Request for Leave Form. The request requires approval/disapproval of the immediate supervisor. The original copy is to be kept by the supervisor and a copy returned by the supervisor to the employee. This form should not be sent to the Office of Human Resources and Equal Opportunity or the payroll office.

Jury Duty

Employees notify their immediate supervisor of juror service by presenting a copy of the jury notice to the supervisor. They DO NOT fill out a Request for Leave form. On the daily exceptions form, record a code 'JDP' (Jury Duty Paid) for each day of juror service. In order to be paid by Salem State for your service, a Juror Service Certificate must be presented to the payroll unit. You will receive this certificate from the Office of the

Jury Commissioner following performed juror service. Fees received for juror service are to be remitted to the payroll unit, Financial Services Office, if the fees are less than the salary paid by the College during the period of excess service.

Industrial Accident Leave

Departments should use the time reporting code for sick leave used (SIC) for any employee who is on Industrial Accident Leave.

Employees on Industrial Accident Leave are charged for accrued sick leave only until workers' compensation is approved. Then, the employee is put on unpaid leave of absence. The Office of Human Resources and Equal Opportunity Department will notify the immediate supervisor when to use an industrial accident code and appropriate code. During the time an employee is absent due to an industrial accident, he/she continues to accrue vacation and sick leave.

Sabbaticals—Faculty/Librarians

Faculty/librarians on sabbatical leave for one semester must be coded as 'SAP' (Sabbatical Leave Paid Full—Six months). Faculty/librarians on sabbatical leave for a full academic year, at half pay, must be coded as 'SAH' (Sabbatical Leave Paid—Half—one year).

Sick Leave Substitution (AFSCME employees)

All time for which an employee is on full pay status (i.e., personal leave, vacation leave) shall be considered time worked for the purpose of calculating overtime compensation, with the exception of paid sick leave. Remember, an employee is compensated at the rate of time and one-half his/her regular rate of pay for authorized overtime work performed in excess of 40 hours per week (Bargaining Unit 1) or 37 ½ hours per week (Bargaining Unit 2). In other words, when an employee uses sick leave during the same work week in which he/she works overtime, that sick leave time can not be considered time worked for the purpose of calculating overtime compensation. For that reason, the employee may elect to substitute that sick leave for vacation, personal or compensatory time so that it will be considered time worked for the purpose of calculating the overtime compensation.

The retroactive substitution of any leave for sick leave will only be considered upon the completion and submission by the employee of a Request for Substitution of Sick Leave Form. This form can be obtained at the Office of Human Resources and Equal Opportunity Office and must be submitted to the Office of Human Resources and Equal Opportunity Department no later than 10 days after the date for which the substitution is requested. Three shifts of sick leave can be substituted per fiscal year, without medical documentation. An additional two shifts of sick leave may be substituted if the employee attaches satisfactory medical evidence to the Request for Substitution of Sick Leave form. These two additional shift substitutions can be done before or after the three shifts that don't have medical documentation.

Standby Pay (AFSCME employees)

An employee ordered to be available on a standby basis to report to work is reimbursed for a standby period. A standby period is 15 hours duration for any night standby and nine hours for any daytime standby. An employee is not paid if assigned to standby and when called does not report to work. If required to report for duty from standby status, the employee is paid at the appropriate overtime pay rate in lieu of receiving standby pay. Use the time reporting code of SBY.

Voluntary Services Leave

Leave that permits eligible employees to provide voluntary services in public schools during working hours, for a maximum equivalent of one workday per month, without loss of salary or benefits. The maximum allowable number of leave hours is seven and a half or eight hours per month, depending on the normal workday for the

employee's position. (Note: The total maximum volunteer leave allowance is the equivalent of one workday per month, even in cases where employees choose to participate in more than one volunteer program.)

Approval Process

The employee must complete a Voluntary Services Leave Program Request Form, submitting it to the supervisor for approval. This form may be obtained from the Office of Human Resources and Equal Opportunity Department. Once approved by supervisor the form is then submitted to the Office of Human Resources and Equal Opportunity Department for final approval. Upon approval the employee and supervisor will be notified.

Attendance Recording

The employee will be responsible for recording the voluntary services leave on their attendance sheet. The code used is 'VSL'.

Professional Development (Administrators)

Administrators participating in approved professional development programs shall record absences by using the professional development paid 'DEV' or professional development unpaid 'DEU' codes. Professional development absences are used when the administrator is participating in or contributing to conferences, seminars, and workshops. It may also be used for advance study programs or professional activities including research, publication, participation in exchange administrative programs in other states, territories or countries, or cultural programs related to his/her professional responsibilities. In some cases, service in a public office to which the administrator has been elected or appointed and for such other purposes as may be allowed under the laws of the commonwealth.

Bereavement Leave

When reporting bereavement leave, be certain to list the employee relationship on the weekly attendance calendar.

Death of:	AFSCME	APA	MSCA	Non-Unit Professionals	Non-Unit Classified
EE Spouse (husband or wife)	7	7	7	4	7
EE Domestic Partner (DP)	n/a	7	7	n/a	n/a
EE Child	7	7	7	4	7
EE Step-Child	7	7	7	4	7
EE Parent	4	4	4	4	4
EE Step-Parent	4	4	n/a	4	4
EE Brother	4	4	4	4	4
EE Step-Brother	4	4	n/a	n/a	4
EE Sister	4	4	4	4	4
EE Step-Sister	4	4	n/a	n/a	4
EE Son-in-law	2	2	n/a	n/a	2
EE Daughter-in-law	2	2	n/a	n/a	2
EE Grandparent	4	4	4	4	4
EE Grandchild	4	4	4	4	4
EE Aunt	1	n/a	n/a	n/a	1
EE Uncle	1	n/a	n/a	n/a	1
EE Cousin	1	n/a	n/a	n/a	1
EE Funeral of Former Colleague	n/a	n/a	*3 hrs.	n/a	n/a
EE Funeral of Colleague of College	n/a	*2	*3 hrs.	n/a	n/a
Parent of person permanently residing in the immediate household	4	4	n/a	n/a	4
Person living in immediate household (including DP)	n/a	4	4	n/a	n/a
Person for whom the EE is the legal guardian	n/a	n/a	n/a	4	n/a
A person for whom the EE is primarily responsible for making funeral arrangements or a person living in the EE's household.	n/a	n/a	n/a	4	n/a
Spouse's Parent	4	4	4	4	4
Spouse's Brother	2	2	2	1	4
Spouse's Sister	2	2	2	1	4
Spouse's Grandparent	2	2	4	1	n/a
Spouse's Grandchild	2	2	4	1	n/a
DP's Child	n/a	n/a	4	n/a	n/a
DP's Step-Child	n/a	n/a	4	n/a	n/a
DP's Parent	n/a	4	4	n/a	n/a
DP's Step-Parent	n/a	n/a	n/a	n/a	n/a
DP's Brother	n/a	2	2	n/a	n/a
DP's Step-Brother	n/a	n/a	n/a	n/a	n/a
DP's Sister	n/a	2	2	n/a	n/a
DP's Step-Sister	n/a	n/a	n/a	n/a	n/a
DP's Son-in-law	n/a	n/a	n/a	n/a	n/a
DP's Daughter-in-law	n/a	n/a	n/a	n/a	n/a
DP's Grandparent	n/a	n/a	4	n/a	n/a
DP's Grandchild	n/a	n/a	4	n/a	n/a

DP – Domestic Partner

EE – Employee

n/a – Not applicable

Employee can use up to # of days above within 30 calendar days of event (AFSCME only).

All Unions- In the event that the interment of, or memorial service for, any of the above-named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer one (1) of the days to the later date. Such request shall be made at the time of notification to the President or President's designee of the death of one of the above named relatives, and may be granted at the discretion of the President or designee.

* up to three (3) hours to attend funeral (EE needs to file a notice with Vice President)

HR/CMS TIME REPORTING CODES (TRC'S)

Description	Code	Librarians	Administrators	Faculty	Classified (37.5 hrs.)	Classified (40.0 hrs.)
Bereavement Leave	BRL	x	X	x	x	x
Call Back Premium	CBP				x	x
Compensatory Time Earned	COM				x	x
Compensatory Time in lieu of Holiday	CIH				x	x
Compensatory Time Taken	CMU				x	x
Education Leave - Paid 1/2	EDPH		X			
Education Leave - Paid Full	EDP		X		x	x
Education Leave - Unpaid	EDN		X		x	x
Education Leave Short Term <=40 days	EDPS		X			
Holiday Pay (EE works HLN)	HOL		X		x	x
Holiday Pay Normal	HLN	x	X	x	x	x
Jury Duty - Paid	JDP	x	X	x	x	x
Leave with Pay/Authorized	LVA	x	X	x	x	x
Leave without Pay/Authorized	LNP	x	X	x	x	x
Leave without Pay/Unauthorized	LVUA	x	X	x	x	x
Overtime	OT				x	x
Personal Leave - Paid	PER	x	X		x	x
Professional Development Paid	DEV		X			
Sabbatical Leave Paid Full - six months	SAP	x		x		
Sabbatical Leave Paid Half - one year	SAH	x		x		
Shift Differential (not worked)	SAN				x	x
Shift Differential (receive)	SAM				x	x
Sick in Family	SIF	x	X	x	x	x
Sick Leave Paid	SIC	x	X	x	x	x
Standby Pay	SBY				x	x
Suspension - Paid	SUP	x	X	x	x	x
Suspension - Unpaid	SNP	x	X	x	x	x
Union Leave - Paid	UNP	x	X	x	x	x
Vacation Leave Paid	VAC	x	X		x	x
Voluntary Service Leave	VSL	x	X	x	x	x

USING TIME REPORTING CODES (TRC'S)

Overtime (Classified Staff only)

If a Unit 2 employee works a total of nine hours on a workday and wishes to be paid overtime, record the additional time (one hour) on the Daily Exceptions Report as OT 1.0. If the employee wishes to receive compensatory time in lieu of pay, use the time reporting code COM and 1.0 hour additional time.

Holidays

1. Employee paid for holiday, does not work

Use the time reporting code 'HLN'.

2. Employee worked holiday, usually has it off

Enter hours worked in overtime column on right side of attendance sheet (not under regular hours worked). Enter time reporting code 'COM' for compensatory time earned or time reporting code 'OT' for overtime pay in the TRC column to the left side of the attendance sheet. Enter number of hours worked under hour's column.

3. Employee on vacation during a holiday week

Enter time reporting code 'HLN' on holiday and time reporting code 'VAC' on the other days

4. Employee worked on holiday (1/2 day), sick (1/2 day)

Employee signs in at time of arrival and out when going home. Enter the time reporting code 'HOL' and number of hours worked. Enter time reporting code 'SIC' and number of hours of sick leave. Employee will receive compensation for working the holiday. It should be indicated on attendance sheet if the employee wants compensatory time or pay for hours worked on holiday.

5. Employee scheduled to work the holiday, employee calls in sick

Enter time reporting code 'SIC' and number of hours employee was scheduled to work.

6. Employee wants to use compensatory time earned for working a holiday.

Use the time reporting code 'CIH' and the number of hours of compensatory time used.

7. Saturday holiday not on the employee's schedule

If holiday is on a Saturday, Friday will be observed as the holiday, enter time reporting code 'HLN' on Friday. If the holiday is on Sunday, Monday will be observed as holiday, enter time reporting code 'HLN' on Monday.

SALEM STATE COLLEGE INSTITUTIONAL PAYROLL

All employee payrolls are processed through the Commonwealth's HR/CMS system. At year-end, the commonwealth issues one W-2 earnings statement per employee, regardless of the number of positions the employee holds on campus.

Institutional hiring must be in compliance with either the Salem State College Hiring Policy and Procedures (contact Office of Human Resources and Equal Opportunity) or the 'Salem State College Student Employment Handbook'. If you have questions about hiring employees, you should contact the Office of Office of Human Resources and Equal Opportunity.

The institutional payroll includes payments to full-time faculty for additional work, non-student institutional (non-benefited) employees, institutional students and college work study students. Time should be submitted for all institutional employees on a weekly basis using the appropriate time sheet.

When completing time sheets for institutional employees, be certain to include the employee identification number and employee record number. Do not use an employee's social security number or a student's Salem State College ID number.

The employee identification number remains the same regardless of the number of authorized positions for the employee. Any change in position or additional position may result in a change to an employee record number or creation of an additional employee record number. The employee record number is linked to departmental budget (chartfield) information, as well as an hourly pay rate. Submitting time for an employee with an incorrect record number could result in overpaying or underpaying the employee.

Departments can submit weekly time sheets using the following methods:

1. Transmit by facsimile (fax number is 978.542.6164)
2. Deliver to Financial Services on the second floor, Administration Building

Time sheets for institutional employees should be submitted to the Payroll Office weekly no later than 10 am on Friday of the current week. Students may not deliver time sheets to the Financial Services payroll office.

IT IS THE SUPERVISOR'S RESPONSIBILITY TO ENSURE THAT HOURS WORKED ARE SUBMITTED TO THE FINANCIAL SERVICES PAYROLL OFFICE BY 10 AM ON FRIDAY OF EACH WEEK. HOURS SUBMITTED AFTER THE HR/CMS DEADLINE WILL NOT BE REFLECTED IN THE EMPLOYEE'S NEXT PAY CHECK.

Division of Graduate and Continuing Education payroll

Payments to individuals who teach for the Graduate Division or Continuing Education are coordinated through the Office of the Dean, Continuing Education. This includes payments for directed studies, portfolio evaluation, field supervision, practicum, etc. You should contact Continuing Education for information about payment schedules or contracts.

Reporting additional compensation for full-time faculty

1. Refer to the Office of Human Resources and Equal Opportunity for instructions for hiring full-time faculty.
2. The Additional Compensation for Full-time Faculty time sheet should be submitted to report compensation for full time faculty performing additional work. You may use this time sheet to report time on a weekly, bi-weekly, monthly or semester basis.
 - For each fund, the time sheet preparer will complete fund name, department name, and enter the week ending date on the time sheet.
 - Enter full chartfield information: account, fund, department ID, and program. In addition, the preparer will complete the project/grant information, if required. If you pay employees from different chartfields, you must prepare a separate time sheet for each chartfield used. You should check the employee's non-AA hiring form to verify correct chartfield information.
3. For Section A (To record hours)
 - The preparer will enter the employee name, employee ID number, and employee record number in the appropriate space under Section A.
 - If the 'Authorization for Institutional Employee Hiring' line for rate of pay has been prepared with an hourly rate, the preparer will record the number of hours worked in the appropriate block for each day worked and complete the total number of hours in the total hours block.
4. For Section B (To record dollars)
 - If the 'Authorization for Institutional Employee Hiring' line for rate of pay has been prepared with a lump sum amount, the preparer will enter the dates of work performance in the appropriate space under Section B.
 - The preparer will enter the employee name, employee ID number, and employee record number in the appropriate space.
 - The preparer will record the payment amount in the appropriate space.
5. For All
 - At the end of each time period worked, the supervisor will add his or her signature and date at the bottom of the time sheet.
 - Completed time sheets must be submitted to the Financial Services Office no later than 10 am on Friday of the current week.

Reporting time for Non-Student Institutional Employees

1. Refer to the Office of Human Resources and Equal Opportunity for instructions for hiring non-student institutional employees.
2. The Non-Student Institutional Employees time sheet should be submitted to report hours worked by non-student institutional employees. The time sheet should be submitted weekly to ensure those employees are paid on a timely basis.
3. When completing time sheets for institutional employees, be certain to include the employee identification number and employee record number. Do not use an employee's social security number or a student's Salem State College ID number.
4. The employee identification number remains the same regardless of the number of authorized positions for the employee. Any change in position or additional position may result in a change to an employee record number or creation of an additional employee record number. The employee record number is linked to departmental budget (chartfield) information, as well as an hourly pay rate. Submitting time for an employee with an incorrect record number could result in overpaying or underpaying the employee.
 - For each fund, the time sheet preparer will complete fund name, department name, and enter the week ending date on the time sheet.
 - Enter full chartfield information: account, fund, dept ID, and program. In addition, the preparer will complete the project/grant information, if required. If you pay hourly employees from different chartfields, you must prepare a separate time sheet for each chartfield used. You should check the employee's non-AA hiring form to verify correct chartfield information.
 - The preparer will enter the employee's name, employee ID number, and employee record number in the appropriate spaces on the time sheet. If you have employees working in more than one position in your area, be certain that you submit the appropriate record number for each position.
 - The preparer will transfer, from the internal time sheet, time card, or log, the number of hours worked (in decimal format) to the time sheet in the appropriate block for each day worked.
 - Each week, on the last day worked, the supervisor will ensure that each employee has signed the internal time sheet, time card or log to certify that the hours are a true record of the employee's time worked.
 - At the end of each week the supervisor will ensure that the total hours worked for each employee are recorded on the time sheet.
 - At the end of each week, the supervisor will add his or her signature and date at the bottom of the time sheet.
 - Completed time sheets must be submitted to the Financial Services office no later than 10 am on Friday of the current week.

Reporting time for Institutional Student Employees paid from departmental funds

1. Refer to 'Student Employment Handbook' for instructions about how to hire student employees. You can access the handbook on the Student Employment Office Web page at http://www.salemstate.edu/content_images/offices_services/SE_Student_Employment_Handbook.PDF.
2. The Weekly Time Sheet for Students sheet should be submitted to report institutional student hours worked. Student employee time should be submitted on a weekly basis.
3. When completing time sheets for institutional employees, be certain to include the employee Identification number and employee record number. Do not use an employee's social security number or a student's Salem State College ID number.
4. The employee identification number remains the same regardless of the number of authorized positions for the employee. Any change in position or additional position may result in a change to an employee record number or creation of an additional employee record number. The employee record number is linked to departmental budget (chartfield) information, as well as an hourly pay rate. Submitting time for an employee with an incorrect record number could result in overpaying or underpaying the employee.
 - For each fund, the designated preparer (not a student) will complete fund name, department name, and enter the week ending date on the time sheet.
 - Enter full chartfield information: account, fund, department ID, and program. If you pay students from different chartfields, you must prepare a separate time sheet for each chartfield used. You should check the student's authorization form to verify correct chartfield information.
 - The supervisor will enter the student's name, employee ID number, and employee record number in the appropriate spaces on the time sheet. Please review your copy of the Student Authorization form to ensure that you are using the correct employee ID and record number.
 - The supervisor will transfer, from the internal time sheet, time card, or log, the number of hours worked (in decimal format) to the time sheet in the appropriate block for each day worked. Do not enter the employee's start and end time.
 - Each week, on the last day worked, the supervisor will ensure that each student has signed the internal time sheet, time card or log to certify that the hours are a true record of the student's time worked.
 - At the end of each week the supervisor will ensure that the total hours worked for each student are recorded on the time sheet.
 - At the end of each week, the supervisor will add his or her signature and date at the bottom of the time sheet.
 - Completed time sheets must be submitted to the Financial Services office no later than 10 am on Friday of the current week. Students may not deliver time sheets to Financial Services.

Reporting Time for College Work Study employees

1. Refer to 'Student Employment Handbook' for instructions for hiring College Work Study employees. You can access the handbook on the Student Employment Office Web page at http://www.salemstate.edu/content_images/offices_services/SE_Student_Employment_Handbook.PDF
2. The Weekly Time Sheet for Student sheet should be submitted to report college work study student hours worked. College work study time should be submitted on a weekly basis.
3. When completing time sheets for institutional employees, be certain to include the employee Identification number and employee record number. Do not use an employee's social security number or a student's Salem State College ID number.
4. The employee identification number remains the same regardless of the number of authorized positions for the employee. Any change in position or additional position may result in a change to an employee record number or creation of an additional employee record number. The employee record number is linked to departmental budget (chartfield) information, as well as an hourly pay rate. Submitting time for an employee with an incorrect record number could result in overpaying or underpaying the employee.
 - For each fund, the designated preparer (not a student) will complete fund name, department name, and enter the week ending date on the time sheet.
 - Enter full chartfield information: account, fund, department ID, and program. In addition, the preparer will complete the project/grant information, if required. If you pay students from different chartfields, you must prepare a separate time sheet for each chartfield used. You should check the student's authorization form to verify correct chartfield information.
 - The supervisor will enter the student's name, employee ID number, and employee record number in the appropriate spaces on the time sheet. Please review your copy of the Student Authorization form to ensure that you are using the correct employee ID and record number.
 - The supervisor will transfer, from the internal time sheet, time card, or log, the number of hours worked (in decimal format) to the time sheet in the appropriate block for each day worked. Do not enter the employee's start and end time.
 - Each week, on the last day worked, the supervisor will ensure that each student has signed the internal time sheet, time card or log to certify that the hours are a true record of the student's time worked.
 - At the end of each week the supervisor will ensure that the total hours worked for each student are recorded on the time sheet.
 - At the end of each week, the supervisor will add his or her signature and date at the bottom of the time sheet.
 - Completed time sheets must be submitted to the Financial Services office no later than 10 am on Friday of the current week. Students may not deliver time sheets to Financial Services.