



AUGSBURG UNIVERSITY

STUDENT EMPLOYMENT

Fall Semester 2020

AUGSBURG
UNIVERSITY.

○ Student Employment Dates

Semester	Date from	Date to	Notes
Summer session 2020	5/3/2020	9/5/2020	<ul style="list-style-type: none"> Summer position codes (ex. STSU20E1/Summer 2020) cannot be used after 9/5/20 (pay period 202019). FICA taxes withholding (Social Security and Medicare)
Academic Year 2020-21	9/6/2020	12/12/2020	<ul style="list-style-type: none"> Using Fall Position code (ex. Student Employee 1 or Student Employee 2) Allowed to have multiple positions but cannot exceed a total of 20 hours of work in a week. Exempt from FICA taxes

○ Payroll Schedule

Pay Period	Time Sheet Begin and End Date	*Change forms Deadline: Friday, @12pm	**Timesheet Deadline Monday, @12pm : Supervisor approval should be completed	Pay Date
202019	8/23/20 – 9/5/20	9/4/20	9/7/20	9/11/20
202020	9/6/20 – 9/19/20	9/18/20	9/21/20	9/25/20
202021	9/20/20 – 10/3/20	10/2/20	10/5/20	10/9/20
202022	10/4/20 – 10/17/20	10/16/20	10/19/20	10/23/20
202023	10/18/20 – 10/31/20	10/30/20	11/2/20	11/6/20
202024	11/1/20 – 11/14/20	11/13/20	11/16/20	11/20/20
202025	11/15/20 – 11/28/20	11/27/20	11/30/20	12/4/20
202026	11/29/20 – 12/12/20	12/11/20	12/14/20	12/18/20

* Please submit all change forms to hr@augsborg.edu by noon, Friday. This includes all forms for direct deposit and tax withholding changes, stipends and honoraria payments.

** Student employees should enter hours in the time entry system (KRONOS) on each day worked rather than recording time at the end of the pay period. Paper timesheets should not be used except on rare occasions. If using paper timesheets, they may be scanned and submitted to the supervisor, who will approve by email and forward to payroll@augsborg.edu. Supervisors should approve timesheets by 12:00pm on Monday of payroll weeks. Timesheets and forms not submitted by the deadline will be processed on the next pay period.

○ Time Entry: TIME ENTRY USER GUIDE (KRONOS)

Position Code

- ✓ Summer Employment will end 9/5. Continue to use this summer position code through Friday if you are still working your summer position.
- ✓ If you're beginning a new fall position and didn't work during the summer, please see the time entry user guide and follow the steps to enter your time in the new Fall Position code.
- ✓ If you have a summer position that will continue into fall: Starting 9/6, you'll have a new position code. You can find it in the position search bar. You will need to click this position search box to pull it down.

Fall - Position codes

- Student Employee 1
- Student Employee 2 (If you have multiple positions)
- Student Employee Research 1
- Student Employee Supervisor, Etc.

Submit for approval

- ✓ When you have entered all the hours, click the **SAVE** and **SUBMIT FOR APPROVAL** in the upper right corner. We encourage you to submit the timesheet on Friday of the pay period end unless you work on Saturday.
- ✓ If the timesheet needs correction, please request your supervisor to reject the timesheet. Rejected timesheet will be sent back to you for review and/or edit and needed to be resubmitted for supervisor's approval.
- ✓ If you have any questions about payroll and time records, please email payroll@augsborg.edu.

Deadline

- ✓ Student employees should record all time worked and time off taken in increments of 15 minutes.
- ✓ Please enter hours every day rather than recording time at the end of the pay period.
- ✓ **The deadline of timesheet approval is 12:00 pm on Monday of the payroll week. All timesheet submissions should be completed before the deadline so that supervisor can timely review and approve them.**

*Note: If you have any questions about time entry, payroll and sick time, please email payroll@augsborg.edu.
If you have any questions about position, policies and general HR processes, please email hr@augsborg.edu.