Student Employment Information Sessions - HRS Payroll Unit

Web based information

HRS Website
http://www.hrs.colostate.edu/
Check under the Payroll link
Sign up for the hourly list serve to receive notices and vital messages related to hourly payroll processing
Review the directory to determine contact information
Obtain forms and schedules

Employee Self-Service
(ESS) provides active CSU employees the ability to review much of their personal HR-related information online.
All pay advices to employees are provided on-line through this site. While changes cannot yet be made online, campus will be notified when this feature is enabled. In the meantime, departmental HR liaisons will continue to be the point of contact for employees who need to make changes to their personal information.

ESS is accessed through the Campus Administrative Portal (CAP)
The Campus Administrative Portal (CAP) provides a secure log-in for users of ESS, as well as other campus systems. Before signing into CAP, you should be connected to the CSU network in one of the following ways.
Use a computer on campus which has a wired connection to the internet, or
Sign in to the SSL VPN https://secure.colostate.edu/dana-na/auth/url_1/welcome.cgi, or
Install and sign in to the Cisco VPN http://www.acns.colostate.edu/?page=vpn_download

Hourly Payroll Processing

General Information
Payroll processors should be aware of all employees who have multiple assignments or are working under a VISA. HRS-Payroll may contact the payroll processor after the initial processing of payroll with questions as to overtime or hours worked limits. It is imperative that the department respond immediately as it can hold up the entire payroll. Please treat any contact related to these issues as extremely important and work with supervisors and employees to resolve swiftly.

When submitting a timesheet to payroll for hand loading please make sure the followings are reflected on it:
Complete assignment number
Employee name
Account number
All required signatures are present
All figures have been validated and are clearly written
Designate if work study or time entry wages
Pay period ending date is completed and accurate

If corrections are need for past timecard distributions please contact Vickie Schultz.

All original W-4 and PDA (direct deposit) forms should be sent to Payroll, no copies should be retained in the department.

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**Work Study notes**
Always create a concurrent assignment if a student is changing from work study to student hourly.

The Oracle system is setup to automatically stop work study award payment when the limit is reached – at this point 100% of the cost will be charged to the department account setup in Oracle. You may want to monitor work study awards in order to match to your budget.

**Fiscal Year End Notes/Reminders**

**Payroll Special Payment Fees**
June 30\(^{th}\) will be the end of the first processing year for Payroll Special Payment Fees.

Fees will be calculated on fiscal 2010 payroll special payments through July 7\(^{th}\) – at which time the final charges will be calculated, notification to departments emailed and the journals will be posted by July 12\(^{th}\).

Any special payments made after July 7\(^{th}\) regardless of payperiod covered will be accumulated toward the new fiscal year limits (10 free per fiscal year).

**July 2\(^{nd}\) Hourly Payday**

This hourly payday is for hours worked from June 5\(^{th}\) through June 18\(^{th}\) and the costing for these earnings posts to the 2010 fiscal year.

The July 2\(^{nd}\) payment is also the first payroll for State Classified Benefit changes.

Please make every effort to have your hourly timecards posted in the correct payroll processing time. Timecards for fiscal 2010 processed in fiscal 2011, can only be entered by HRS-Payroll through handloads.

The PERA change in employee contribution rate from 8% to 10.5% will start with the July 16th hourly compensation payment.