ASM Guide for Student Payroll Approvers

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Section 1: Introduction

Hello Payroll Approvers! Welcome to your new role within ASM. Read through the following information to learn more about the role and please continue to reference this guide as you navigate through payroll approvals and employee hiring.

Your ASM Payroll Financial Specialist is **Joie Horsfall, jrhorsfall@wisc.edu**. Please feel free to reach out with any questions.

Terminology

FY	Fiscal Year. UW-Madison fiscal years start in July and ends in June. As of July 1st, 2024, the University is in FY25.
SSFC	Student Services Finance Committee. Makes decisions regarding the distribution of student segregated fees.
GSSF	General Student Services Fund. See here for more information.
GSSF Groups	Those student groups that are funded by Student Segregated Fees. In FY25, these groups include Badger Catholic (BC), Sex Out Loud (SOL), Mecha de UW Madison, Student Learning Program (SLP), The People's Farm (TBF), Promoting Awareness Victim Empowerment (PAVE), Wunk Sheek, Wisconsin Black Student Union (WBSU), Muslim Student Association (MSA), and the Latine Student Union (LSU).
HRS	Human Resources System. The software that the University of Wisconsin uses to track payroll and employee information.
Authorized Signer	A GSSF leader that has been trained by ASM Staff to expense funds from their budget. This is a separate training from Payroll Approver training.
Payroll Approver	An ASM chair/vice chair or GSSF leader that has been trained to approve their employees' hours in HRS and hire/termination positions. This is a separate training from Authorized Signer training.

Responsibilities

Your role as a Payroll Approver comes with a lot of responsibility. As a UW Payroll Approver, you are expected to know the intricacies of your employees' work responsibilities and schedule and be able to show that they are in alignment with any hours logged into the University of Wisconsin's Human Resources System.

Your role consists of the following:

1. Tracking when your employees are working and what they are doing when they work.
2. Setting clear boundaries and expectations with your employees.
3. Teaching employees how to enter their time into HRS and ensuring that they are doing so.
4. Ensuring that employees who are not working are not entering their time into HRS.
5. Ensuring that your ASM Committee/GSSF Group has at least two payroll approvers at all times.
6. Approving hours in HRS (by midnight on the Monday following a pay period).
7. Communicating new hires with the ASM Payroll Financial Specialist.
8. Utilizing the ASM Change in Employment Form to communicate any changes in your committee/organization's employment.

UW Wage Policies

The following wage policies are applicable to all students working in a position directly funded by the Associated Students of Madison:

- Allowable hours per week.
    - The Affordable Care Act (ACA) requires that US citizen student employees work an average of no more than 29 hours a week.
    - International students cannot work more than 20 hours per week across all campus jobs.
    - See here for more details on these policies.
- Student employees must have their hours worked, reviewed, and approved/denied by their payroll supervisor (you).
- Payroll supervisors must make sure students are only paid for hours worked.
- Working two jobs at the exact same time is not allowed.
    - For example, students are not allowed to work at the ASM front desk and complete work for another campus job at the same time.
    - Students are, however, allowed to hold multiple positions on campus.
- Students become eligible for employment depending on their enrollment in the University.

    - Semester Eligibility – Students can work after the first payroll day on the student's first day of school enrollment (freshman), but not before.
    - Summer Eligibility – Students can only work the summer after graduation if they are enrolled in school the following fall.
- Student employees are UW-Madison employees, and such must follow the employment procedures dictated by the University.
    - Payroll supervisors will be given a supervisory role in the Human Resource System (HRS) and students will be assigned to them.

SSFC Wage Policies

SSFC has put in place wage policies to prevent ASM affiliated student employees from working more than their allotted 20 hours/week and or submitting late timesheets. These occurrences are tracked by SSFC leadership and may result in a Wage Policy Violation. More information on Wage Policy Violations can be found here.

- The Wage Exemption Form should be utilized by all ASM affiliated employees that want to request working more than 20 hours/week.
    - SSFC requires that students working for ASM cannot work more than 20 hours/week unless they submit a Wage Exemption Form and are approved to work more hours by the SSFC Chair (in which case, they cannot work more than 29 hours/week due to UW policy)
    - GSSF Leaders, submit this form to the Document Submission Form.
    - ASM Leaders, email this form to the ASM Payroll Financial Specialist.
    - The Prior Period Timesheet should be utilized by all ASM affiliated employees that did not enter their hours within the correct pay period.
    - Your employee should fill out the top portion of the form and then send it to you to sign/approve. You, the payroll approver, should then send it to the ASM Payroll Financial Specialist.

Section 2: Changes in Employment

Hiring New Employees

Before hiring a new employee for your GSSF organization or ASM committee, please familiarize yourself with the following steps.

First Steps

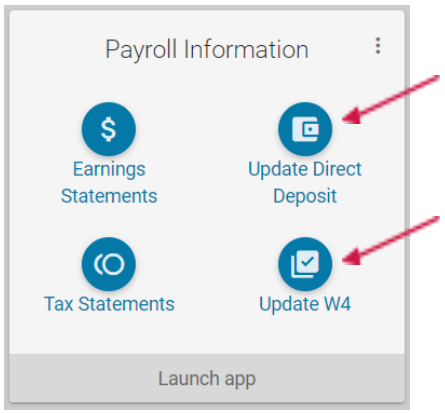
The following steps are your responsibility, as the payroll approver, to complete.

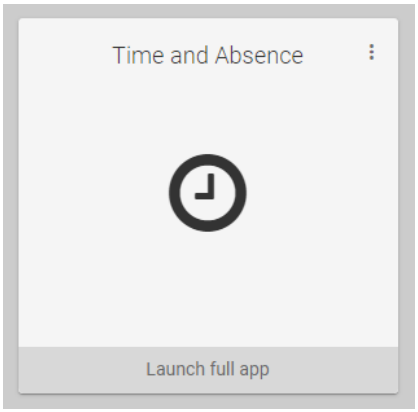
1. Email (from your wisc.edu email) the ASM Payroll Financial Specialist the following information in regards to your new hire. **Make sure the subject line of the email specifies your GSSF group name or ASM committee.**
    a. New employee's legal name (first and last)
    b. New employee's name in use
    c. New employee's position title
    d. New employee's wisc.edu email address
2. Upon hiring a new employee, please make sure that they are familiar with the following restrictions:
    a. They cannot work more than 20 hours/week at their ASM position.
        i. Many positions work less than 20 hours/week.
    b. Students cannot work until they have completed an I-9 form and brought in their Form I-9 Acceptable Documentation for review.

Hiring Forms

These steps are not the responsibility of the payroll approver, but please familiarize yourself with the process.

After you have notified the ASM Financial Specialist of your new hire they will contact the individual and communicate instructions on how to complete the following steps.





1. The new employee will need to complete the ASM Student Employment Form.
2. If the student has not previously held a job on campus, a Financial Specialist will send the new employee an I-9 to complete and schedule a meeting to review their Form I-9 Acceptable Documents.
3. A Financial Specialist will complete the hiring process in HRS and email the new employee (cc'ing their payroll approver) to let them know that they are ready set up to work for pay.
4. The new employee will need to enter/update their information in MyUW.
    a. Select "Update/Enter Direct Deposit."
        i. **Students that are returning UW employees, should ensure that this information is up to date.**

ii. See here for information on how to fill out direct deposit information.

b. Select "Update/Enter W4."
   i. **Students that are returning UW employees, should fill out this form if it has been more than 12 months since working at UW.**
   ii. See here for information on how to complete the W4 form.

International Students

International students need to complete the following steps in addition to their Hiring Forms.

1. Set up a glacier tax account – information on how to do this can be found on the W4 Form, found through the "Payroll Information" tile/app in MyUW.
2. Apply for a Social Security Number (SSN).

Position Title Change or Position Termination

To change an employee's position title or terminate an employee's position, please follow the following steps.

1. Notify your employee of a change in their employment status!
2. Fill out the ASM Change in Employment Form to inform the ASM Financial Specialist of the changes in employee employment/position.
   a. This form should only be used by payroll approvers. Responses submitted by non-payroll approvers will not be processed.
   b. This form should be filled out at least a week before the transition occurs to ensure that ASM Staff has time to change the necessary information in HRS.

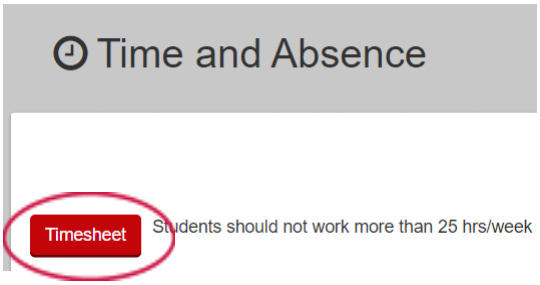
Adding a Payroll Approver

Current payroll approvers should email the ASM Payroll Financial Specialist to inform them of a change in approver responsibilities for their ASM Committee/GSSF Group and give the name and wisc.edu email address of the new payroll approver.

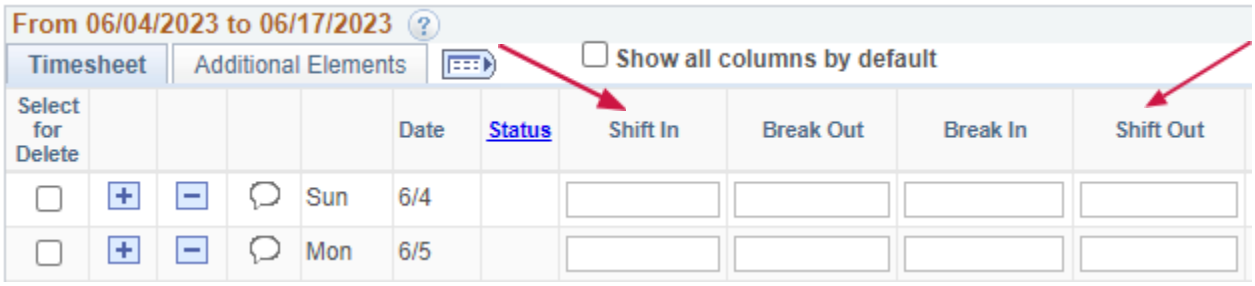
Section 3: Entering Hours

Once the student has completed all forms, it is the responsibility of the payroll approvers to make sure that all students know how to enter their payroll into the system.

1. Once an ASM Financial Specialist has entered a new employee into HRS, a link for a "Timesheet" will appear in the student's "Time and Absence" app in MyUW.
    a. Student employees that perform a single UW system job will be sent directly to a digital timesheet after hitting "Timesheet."
    b. Student employees that perform multiple UW system jobs will have to select which job they want to enter hours for.
        i. Students should verify the Job Description, Working Title, and Department to make sure they are logging hours for the correct job.



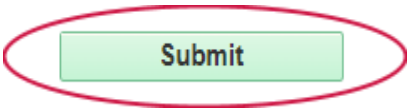
2. Payroll Supervisors should ensure that new employees know how to log hours.
    a. Instruct employees to log hours daily in the first "Shift In" and last "Shift Out" box and with the correct AM and PM.



        i. If employees take a break they should use the "Break Out" and "Break In" boxes.
        ii. If they worked more than two sessions in a day, they should use the + button to create a new line item.



    b. Hours should be entered to the closest quarter-hour increments.
    c. Hours should be entered daily, or at the latest, weekly.
    d. Once hours have been entered, they will need to hit "submit" to save their hours.



3. Once you've taught employees how to enter hours, please ensure that they are also familiar with the 2024 pay schedule.

Section 4: Approving Hours

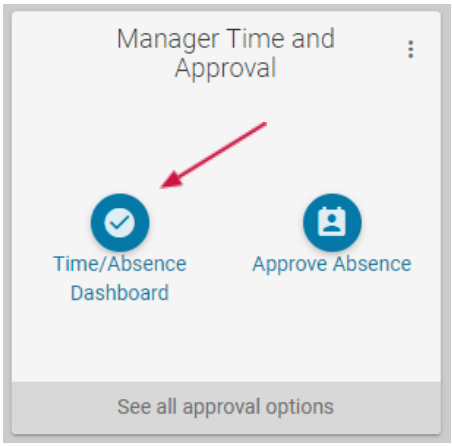
HRS allows payroll supervisors to either approve or deny time. Payroll is processed every two weeks and you are required to process time biweekly.

See here for the pay period and payroll processing schedule.

Accessing HRS

Follow these instructions to access the Human Resources System that will allow you to review and approve your employees' hours.

1. Once an ASM Financial Specialist has made you a payroll approver in HRS, the "Manager Time and Approval" app will appear on your MyUW homepage.
2. Select "Time/Absence Dashboard."
    a. This dashboard is where you go to review the time of your employees. This page compiles data from 3 different categories in HRS. The three sections are **1) Exceptions, 2) Payable Time Approvals, and 3) Payable Time Summary.**



Payable Time Summary

The Payable Time Summary section allows you to see all your employees and whether they have entered time into their timesheets or not. This section tells you who is entered into HRS as an employee. All new employees should show up here once they've completed their hiring process.



If you see a dash in the "Payable Time Needs Approval" column, this means that someone has not yet entered their time.

Payable Time Approvals

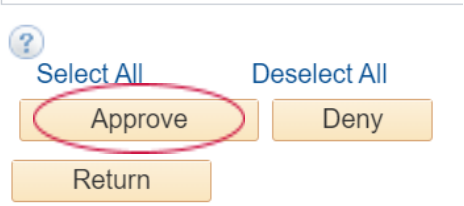
The Payable Time Approvals section shows a list of employees who have correctly entered their time. This is where you go to act on your employees' time.



Click on each employee's name and review their time before approving. This should only take 20 seconds per person. **Do not skip this step. This is your responsibility.**

1. Click on the employee's name and wait for a popup to appear.
2. Click "Timesheet" to open their timesheet in a new tab.

3. Check the following things before approving their time:
    a. Check that the total hours entered were worked (you should be comparing them with your internal accountability system).
    b. Check that the AM/PM are correct.
    c. Check you are looking at the correct pay period.
    d. Check that the weekly totals do not exceed 20 hours/week.
4. If an employee's hours are incorrect, make the change in the timesheet directly and click submit.
    a. Wait a few hours for the change to be processed. After processing, the corrected hours will show up for approval in the dashboard.
    b. Make sure to communicate any changes with said employee so that they are aware of the change in their pay.
    c. It is also your responsibility to communicate with the student on why they misrepresented their time worked and what steps need to be taken to remedy the situation.



5. If the hours are correct, close the timesheet tab and go back to the "Payable Time Details Approvals" section of the dashboard.
6. Click the box(es) next to the employee's name and select "Approve."

Editing/Entering Time Manually

If you need to manually edit/enter someone's time, you can do so in the "Timesheet" page.

1. Select "Get Employees."
2. Click on the employee's last name.
3. Make edits/enter hours.
4. Hit the **submit** button.
5. Log back in later to approve these hours.

Exceptions

This is where your employees' timesheets go if they made an entry error. If you see someone in this section, you need to fix this before you can approve their time.



1. Click on the employee's name and wait for a popup to appear.
2. Click "Timesheet" to open their timesheet in a new tab.
3. A clock will appear next to the day in question.
4. The most common problems of an employees' timesheet:
    a. An employee put in the wrong AM/PM, which made it appear as if the employee worked over 12 hours.
    b. The employee entered their time in the incorrect "Shift In" and "Shift Out" boxes.

5. Don't forget to log back in to approve the time later that day!

Processing at the end of pay periods

You are responsible for processing your employees' payroll at the end of each pay period. See here for the 2024 pay period schedule.

The payroll processing timeline is as follows:

Last **Friday** of a pay period	Your ASM Payroll Financial Specialist will send out a reminder to all ASM student employees reminding them that the period ends at midnight the following day and to enter hours.
Monday following the end of a pay period	Your ASM Payroll Financial Specialist will send out a reminder to all ASM payroll approvers reminding them to approve hours. You should have hours approved by 10 am on Monday. You should be reaching out to all employees that did not enter their hours in HRS and entering their hours manually (remember to go back and approve!).
Tuesday following the end of a pay period	Your ASM Payroll Financial Specialist will send out a reminder to all ASM payroll approvers that still have hours to approve. You should be reaching out to all employees that did not enter their hours in HRS and entering their hours manually (remember to go back and approve!).
Wednesday following the end of a pay period	Your ASM Payroll Financial Specialist will send out a reminder to all ASM payroll approvers that still have hours to approve. The payroll processing period closes at noon. You will no longer be able to make updates to an employee's timesheet.

Reminders for payroll processing:

- Make sure employees are entering their hours into HRS. **Ideally**, employees should be logging hours daily or weekly, not waiting until the last minute.
- The last day an employee can enter hours in a pay period is the last Saturday of a pay period, at midnight.
    - Some of your employees may have extended access due to other campus jobs, so you need to make sure that they enter in hours by Saturday so you can approve within your deadlines.
- You need to approve/deny your employee's timesheets by midnight the Monday following a bi-weekly pay period.

    - Any hours not approved by these divisional deadlines risk not being approved in time, delaying an employee's pay by another two weeks.
    - Although an ASM Financial Specialist will send reminders to approve payroll the following Tuesday and Wednesday, it is your responsibility to approve them within a timely manner.
- Communicate with your employees!
    - Everyone should know the deadlines and what is expected of them. They should also know to reach out to you first if there are issues.

Section 5: Missing Deadlines

Your response will differ depending on when you notice the error. Please use the following chart to determine your appropriate course of action.

Scenario	**Action(s)**
Your employee didn't enter their hours.	1. If it is the Monday or Tuesday following a pay period, have the employee communicate their hours with you and enter them manually. 2. Allow the system to calibrate (usually takes a few hours) and then go into HRS to approve them.
You and your employee notice that they didn't report hours from a pay period that has closed and has already been processed.	1. Have your employee complete a Prior Period Timesheet. 2. Sign their Prior Period Timesheet and send to the ASM Payroll Financial Specialist