

2008-2009
Student Payroll 487-2466
Instructions for Processing Student Payroll
Web Time Entry Deadlines

- ❖ **Web Time Entry is the only manner in which students report their time, each pay period. You must follow the attached deadline schedule. Students will be responsible for entering and submitting their hours worked each pay period.**
- ❖ Instructions for Web Time Entry is accessed on the CCSF Website, click on the word “Administration”, on the left side click on the word “Payroll”, then click on “Ram Pay” and lastly click on the hyperlink “Student WTE Handbooks”. This will give you a selection of instructions as a Word-PDF Document or you can view a Power Point Presentation regarding Student Web Time Entry.
- ❖ Student access their electronic timesheets via the **CCSF Website** and sign on as if registering for classes, but will select the “**Employee Services**” icon and once on the Employee Services page click on “**Timesheet**”. Time sheet screen will display –Description and Department and My Choice Pay Period and Status, student will need to select appropriate pay period to start time entry- displayed dates are current pay period, to view a prior pay period select the date from date field.
- ❖ **It is the sole responsibility of the student to enter and maintain an accurate representation of his/her hours worked.** When the student enters time for pay on Web Time Entry, he/she will need to key in the time in/time out for each day (students may report time within 15 minutes). Time entry is based on the time log that the students sign in/sign out, on the days worked, at there work sites. **The student is responsible to complete the time entry process, by certifying your time entry “Certification” and entering your PIN number.** This will make available your time sheet, for your supervisor to approve.
- ❖ Supervisors will verify and approve Web Time Entry based on the time log, kept by the offices of the individual depts/programs.
- ❖ If the student does not enter on the Web the correct hours by the deadline for that pay period, the hours will not be processed by Student Payroll during that pay period. The hours will be paid in the following pay period and the student’s pay, delayed until the following payday.
- ❖ You may not work more than a maximum of fifteen (15) hours per week. Also, you are not allowed to work on Flex Day or during Semester breaks, unless **authorized** by Administrative Services.
- ❖ **Deadline for supervisors to approve your Web Time Entry is usually the Monday, following the end date of the pay period.** The only exception to this schedule is during holidays and school breaks, when the college is closed. Student Payroll will notify approving supervisors of the change in deadline dates in advance, always check with your supervisor for changes.
 - If you follow all the aforementioned steps, a paycheck should be available on payday.
- ❖ Students pay stubs are on line at the CCSF Website, click on “Employee Services”, then click on “Pay Information” and then click on “Pay Stub”. It is important for work study students to keep track of their year-to-date earnings. Once it is close to reaching your award limit, it is your responsibility, to talk with your supervisor, regarding funding, in order to continue to work.
- ❖ It is your responsibility to keep your mailing address current, if it is not correct, you may change your address via the **Web** or directly with **Admissions and Records Office**.
- ❖ **Direct Deposit is the best solution; forms are available on the City College Website, click on “Administration”, then “Payroll” and “Forms”. You may also choose to open an account with San Francisco Federal Credit Union. If you do not provide us, with any direct deposit account information, a Wells Fargo Pay Card will be generated, as your pay option.**

2008-2009**PAYROLL DEPARTMENTAL AND WEBTIME ENTRY DEADLINES**

**Deadline to have hours entered and Submitted for approved by supervisors
Monday @ 12:00 noon**

Pay Period #	Dates Covered in Pay Period	WEB DEADLINE @ 12:00 noon	Payday	Pay Date
16	07/01/08-07/11/08	07/14/08	TUES	07/22/08
17	07/12/08-07/25/08	07/28/08	TUES	08/05/08
18	07/26/08-08/08/08	08/11/08	TUES	08/19/08
19	08/09/08-08/22/08	08/25/08	TUES	09/02/08
20	08/23/08-09/05/08	09/08/08	TUES	09/16/08
21	09/06/08-09/19/08	09/22/08	TUES	09/30/08
22	09/20/08-10/03/08	10/06/08	TUES	10/14/08
23	10/04/08-10/17/08	10/20/08	TUES	10/28/08
24	10/18/08-10/31/08	10/31/08 (Early Deadline)	FRI	11/07/08
25	11/01/08-11/14/08	11/14/08 (Early Deadline)	TUES	11/25/08
26	11/15/08-11/28/08	11/26/08 (Early Deadline)	TUES	12/09/08
27	11/29/08-12/12/08	12/10/08 (Early Deadline)	TUES	12/23/08
1	12/13/08-12/26/08	12/18/08 (Early Deadline)	TUES	01/06/09
2	12/27/08-01/09/09	01/12/09	TUES	01/20/09
3	01/10/09-01/23/09	01/26/09	TUES	02/03/09
4	01/24/09-02/06/09	02/06/09 (Early Deadline)	TUES	02/17/09
5	02/07/09-02/20/09	02/23/09	TUES	03/03/09
6	02/21/09-03/06/09	03/09/09	TUES	03/17/09
7	03/07/09-03/20/09	03/19/09 (Early Deadline)	MON	03/30/09
8	03/21/09-04/03/09	03/27/09 (Early Deadline)	TUES	04/14/09
9	04/04/09-04/17/09	04/20/09	TUES	04/28/09
10	04/18/09-05/01/09	05/04/09	TUES	05/12/09
11	05/02/09-05/15/09	05/18/09	TUES	05/26/09
12	05/16/09-05/29/09	06/01/09	TUES	06/09/09
13	05/30/09-06/12/09	06/12/09	TUES	06/23/09
14	06/13/09-06/26/09	06/26/09 (Early Deadline)	TUES	07/07/09
15	06/27/09-06/30/09	07/01/09 (Early Deadline)	TUES	07/21/09

ATTENTION STUDENTS! YOUR DEPARTMENTS & PROGRAMS MAY REQUIRE EARLIER DEADLINES.

It is the responsibility of the students and approving supervisors to meet these deadlines, in order for a paycheck to be available on the schedule payday. This schedule represents the deadlines, based on what is known at the beginning of 2008-2009. They are subject to change depending on system requirements.