

## Appendix A: Procedures Example

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### Procedures Example: Payroll and Time Entry Process

Please refer to the following Web site for completing financial forms:  
[http://www.jmu.edu/finprocedures/5000/5005.shtml#\\_Toc494696945](http://www.jmu.edu/finprocedures/5000/5005.shtml#_Toc494696945)

#### Hiring or Rehiring a Student Employee

The following steps used in hiring a new student employee (or rehiring an employee) and submitting time entry for the Office of Judicial Affairs:

1. Determine the forms you need to file for a student employee.

Note: If a student is a returning employee, or has worked at JMU in the past, only certain forms have to be submitted. For example, tax forms for Payroll need to be updated every six months.

2. Give forms to students to complete and sign the required forms.
3. Create copies of the required forms for office records.
4. Turn in the original forms to the Student Work Experience Center (SWEC).
5. Create an office file for the student employee.
6. Receive form verification from SWEC, Human Resources, and Payroll Services.
7. Enter time entry bimonthly for student employees.

#### Completing Payroll Forms

Student Employees are divided into two groups:

- Undergraduate Employees
  - Personnel Action Request (PAR) Form
  - Note: If the student is a Work Study student, funding comes from other account codes.
  - New Hire Form (If applicable)
  - Position Description
  - I-9 Form
  - W-4 Form
  - VA-4 Form
- Graduate Employees
  - Graduate Contract
  - Graduate Application
  - PAR Form
  - New Hire Form (If applicable)
  - Position Description

- I-9 Form
- W-4 Form
- VA-4 Form

1. Determine the forms you need to file for a student employee.

Note: If a student is a returning employee, or has worked at JMU in the past, only certain forms have to be submitted. For example, tax forms for Payroll need to be updated every six months.

### **PAR Form**

PLEASE TYPE OR PRINT ALL INFORMATION ENTERED ON THE FORM.

**PAR Originator:** Enter your full name.

**Date:** Enter the current date.

**Phone Number:** Enter your phone number.

**Email:** Enter your email id.(e.g. smithjl)

**MSC:** Enter the Mail Stop Code for your office.

**Division:** Enter the title of your division in the university.

### **Section 1 – Employee Information:**

**Type or Print the Name:** Enter the employee's name EXACTLY as it appears on their Social Security Card.

**Student ID:** Enter the employee's ID number. (This number can be found on their JMU Access Card.)

**Social Security Number:** Enter the employee's social security number, EXACTLY as it appears on the Social Security Card.

### **Section 2 - Assignment:**

**Start/Eff. Date:** Enter the employee's employment start date.

**End Date:** Enter the employee's last work date.

**Replaces:** Enter the name of previous employee being replaced, if applicable. If not applicable, leave this field blank.

**Class:** Leave blank.

**Shift:** Leave blank.

**Position #:** Enter the employee's position number.

**Department Name:** Enter the employee's department name.

**Dept/Org Code:** Enter the organization number for your office.

**Account Code:** Enter the account code for your office.

### **Section 3 – Action/Reason:**

Select the appropriate reason for hire.

### **Section 4 – Job Information:**

**Compensation:** Select the appropriate compensation. (e.g. hourly, salary, etc.)

**Amount:** Enter the amount to be paid.

**Working Title/Rank:** Enter the position title.

**Campus Address:** Enter the address of your office.

*MSC:* Enter the Mail Stop Code for your office.

*Work Phone:* Enter the office phone number.

*Supervisor:* Enter the name of the employee's supervisor.

*Supervisor's Position #:* Enter the position number of the employee's supervisor.

*Supervisor's Email:* Enter the employee's supervisor's email ID.

### **Section 5 – Checklist:**

*Checklist:* Select “Attached, On File, Exempt, or To Be Completed” for each form as applicable.

### **Section 6 – Signatures:**

*Budget Authority:* Obtain the signature from your office's signature authority.

*Dean/AVP/Director(If applicable):* Obtain the signature from the dean, AVP, or Director of your department.

### **Position Description**

Each office provides a position description of positions available in their office. The position description provides details on what skills are required and what will be expected of the employee. The position description is developed in the hiring process. Check with your supervisor about where this description might be located.

2. Give forms to students to complete and sign the required forms.

Each employee must complete the following forms. Instructions on how to complete each form are also provided.

### **New Hire Form**

Each new hired employee must complete and sign the New Hire Form.

### **I-9 Form**

Each employee must complete and sign the I-9 Form and attach the appropriate documents. See the I-9 Form for more details.

### **Federal W-4 Form**

Detailed instructions for the preparation of the employee's Withholding Allowance Certificate (Federal W-4) are as follows:

PLEASE TYPE OR PRINT ALL INFORMATION ENTERED ON THE FORM.

The employee must initial any changes with strikeouts or "white-outs" they make on this form.

**Type or Print Your Full Name:** Enter the employee's name EXACTLY as it appears on the Social Security Card.

**Social Security Number:** Enter the employee's social security number, EXACTLY as it appears on the Social Security Card.

**Home Address:** Enter the employee's permanent home address.

**Marital Status:** Check the appropriate box.

**If Your Last Name Differs:** Check this box if your name differs from the name on your Social Security Card.

**Line 5:** If "0" is entered on line 5 and "Single" box is checked in # 3, the maximum amount of tax will be withheld. Leave this line blank if claiming "Exempt" in "Line 7," below.

**Line 6:** Use this line to have additional federal tax withheld than would be withheld by using the tax withholding tables. Contact the Payroll Services Office for assistance.

**Line 7:** If an employee wishes to claim "Exempt," (no tax is to be withheld), they shall meet all conditions. If the employee meets all conditions, write "Exempt" and the year applicable in the blank space provided to the right of the small arrow. The employee shall write the calendar year and the word "Exempt" in the box. Check either "yes" or "no," as appropriate on line 8.

**Signature:** The employee's signature as it appears on the Social Security Card.

**Date:** Enter the date signed.

3. Create copies of the required forms for office records.
  - Locate the copier in your office.
  - Gather all the forms completed and organize by employee name. There should be one stack of forms for each employee.
  - Make one copy of each form and any attachments to forms. (Access your copier's manual for instructions on using the copier.)
  - Sort each set of copied forms into stacks according to employee name. Set aside.
  - Paper clip each stack of original forms together according to employee name.
  
4. Turn in the original forms to Student Work Experience Center (SWEC).
  - Deliver the stacks of completed, *original* forms to the Student Work Experience Center located at on the third floor of Warren Hall.
  
5. Create an office file for the employee.
  - Obtain a manila file folder.
  - On the tab of the folder, write the name and employee ID number of one employee. Repeat as necessary. There should be one folder for each employee.
  - Place the completed forms for each employee in their new file.
  - File in proper filing cabinet.

6. Receive form verification from SWEC, Human Resources, and Payroll Services
  - Once the completed forms are submitted to SWEC, you will receive an email or phone call from a Student Work Experience Center representative regarding the receipt of the employee's PAR form.
  - Once the PAR form is processed through SWEC, the employee's paperwork is sent to Human Resources and Payroll Services. Each office will email or call your office confirming receipt of the employee's paperwork.
  
7. Enter time entry bi-monthly for student employees
  - Collect the timesheets from your student employees (or student employee supervisors).
  - Open the JMU homepage for Faculty and Staff. (<http://www.jmu.edu/jmuweb/fs/>)
  - Click **IS Applications**.
  - Click **HR – Core Office Users**.
  - Sign in with your E-ID and password.
  - Select **JMU Applications** from the menu on the right of your screen.
  - Select **JMU Payroll**.
  - Select **Time Entry**.
  - Enter your office Organization Number (see glossary of financial terms).
  - Enter the total hours worked for each employee listed.
  - Click **Save**.
  - Logout of the Web site.