

BIO Student Employment

New Hire Orientation

Welcome to Biology!

Before student employees can begin working in the department they must provide us with information so that they can be added to the payroll as well as the necessary paperwork and training to adhere to state and federal guidelines.

This orientation should take 10-15 minutes. After the survey there will be additional steps that will need to be completed. Please e-mail the UPBM office once everything is complete.

This orientation will cover:

- How to report your time in HRMS and get paid / Reporting meal periods / Direct deposit
- The Wage Theft Protection Act
- Student Confidentiality Training
- Occupational Safety and Health Administration (OSHA) Training

IMPORTANT: Please note that students may not begin employment until they are hired in the University's Human Resources management System (HRMS) and an official start date is generated.

Overview

Student employees are paid on hourly on a bi-weekly pay cycle. In this section we will cover

- Reporting your time worked in the Human Resources Management System (HRMS)
- Time Reporting Guidelines
- Pay Period Schedules
- Time Card Approval
- What to do if you have more than one job on campus
- Direct Deposit
- Exemptions
- Work Week Hour Limitations for Undergrads

Tracking Time in HRMS

The Human Resources Management System (HRMS) is used to track and approve hours. <https://ps.its.rochester.edu/psp/HRPRD/?cmd=login&languageCd=ENG&>

Students will need to log in with their user name and password to access the system. The system is most easily accessible on campus . Access to the HRMS is available off campus through a "Double Authentication System" or "DUO" for instructions on how to enroll visit: <http://tech.rochester.edu/services/two-factor-authentication/>

To log in time go "Time Entry - Employee" Under the "Quick Links" section in the upper left-hand corner . Be sure to select save after each entry.

For help with HRMS: ASK-URHR (585.275.8747) or ask-urhr@rochester.edu

Time Reporting Guidelines

Log in your hours daily at the start and end of each shift. Employees are required to submit accurate time records that are to the minute. Accurate time record should reflect all time worked, including overtime. Time worked includes any time spent working on behalf of, or for the benefit of, the University. Employees CANNOT waive their rights to receive compensation for time worked under the law.

MEAL PERIODS: employees are required to take an uninterrupted meal period when they work a shift of more than 6 hours; consistent with New York State Labor Law. Be sure to log in and out (to the minute).

Got More than One Job a the UR?

If you have more than one job within the UR you will need to make certain that you are submitting time under the correct job numbers. Please contact marianne.arcoraci@rochester.edu to get your Bio department job number.

Time Card Approval Needed

The Biology Department requires that all undergraduate employees make their supervisors aware of the time they will be submitting for payment before it can be processed.

To do this .pdf or screenshot a copy of your "Time Entry - Employee" screen for the relevant pay period. E-mail it marianne.arcoraci@rochester.edu and copy in your supervisor. If you are unable to e-mail a copy of the timesheet then print out and give your lab manager sign-off on it and deliver to Hutchison hall room 487.

e-mail reminders will be sent out, please note some schedules are subject to change due to holidays.

Please note that your time will not be approved unless your supervisor is aware of the time you are submitting.

Pay Period Schedules

Student employees are paid every other Friday.

For exact dates visit: <http://www.rochester.edu/adminfinance/finance/payroll/calendars/>

Students may elect to sign-up for Direct Deposit through the HRMS system (Instructions following) or checks will be sent to the address on the paycheck which is usually the students CPU or CMC address.

Payroll Problems?

May be reported directly to UR Payroll and Employee Records at 585.275.2040

How do I sign up for Direct Deposit?

Visit HRMS System: rochester.edu/people. Once you log in navigate to "Self Service">>"Payroll and Compensation">>"Direct Deposit"

What are my Exemptions?

Student employees will usually default to "0" exemptions to change you will need to fill out a W4.

Work Week Hour Limitations for Undergrads

During the Academic Year:

Student employees may work a maximum of 20 hours per week between all campus jobs.

During the Summer, Holidays and Breaks:

Student employees may work a maximum of 40 hours per week between all campus jobs.

It is the student's responsibility to make sure they adhere to this guideline.

Wage Theft Protection Act (WTPA)

According to new York State labor Law, employers are required to provide notice to employee of their rate (s) of pay, designated pay day, the employer's intent to claim allowances (like tip or meal allowances) as part of the minimum wage, and the basis of wage payment (whether paying by hour, shift, day week, piece, etc.). if an individual's primary language is not English and is Chinese, Haitian, Creole, Korean, Polish, Russian, or Spanish, notice must be provided in that language.

In order to complete the Wage Theft Protection Act, you will need to log into FAJobLink through Blackboard using your Net ID and password. The link for FAJobLink can be found on the left-hand side of the page. Once you are logged into

- Click My Activity, then the Placements tab.
- Locate the position you wish to complete the WTPA requirements for, and click View.
- Click Edit at the bottom.
- The agreement date should be the date you are completing the form.
- If your primary language is Chinese, Haitian Creole, Korean, Polish, Russian, or Spanish, meet with your employer to - complete this requirement in your primary language.
- Type your initials and click Save.
- Until this section is completed, you will not be hired into the position.

If you indicate in this section that your primary language is Chinese, Haitian, Creole, Korean, Polish, Russian or Spanish, you will need to schedule a meeting with your employer to complete the Wage Theft Protection Act as your employer must provide your age information in your primary language.