

## Compensation

### Policy/Procedure

#### Category and Wage Scale

##### *Wage Rate Structure*

Category A \$5.75-\$6.75

Category B \$6.00-\$7.00

Category C \$6.25-\$7.25

Category D \$6.50-\$7.50

**Please Note:** Senate Bill 1090, was passed by the legislature and signed into law by Governor Ed Rendell (D) on July 9, 2006. The legislation amends Public Law 11, no. 5, the Pennsylvania “Minimum Wage Act of 1968.” This most recent amendment raises the minimum wage to \$6.25 beginning January 1, 2007, and to \$7.15 beginning July 1, 2007. The law became effective upon the date of signature by the governor.

The Student Employment wage scale is currently being reviewed. Further information regarding updates and/or changes that occur as a result of the increase in the Pennsylvania minimum wage rate will be available shortly.

##### *Category Definitions*

Category A-\$5.75-6.75 per hour			
Job Duties	Required Experience	Skill Level	Supervision
Perform routine tasks as assigned. Work entails well-defined procedures.	No prior work experience is necessary.	No Special skills are required.	Person will be continually supervised and have no decision-making authority.
Category B-\$6.00-7.00 per hour			
Job Duties	Required Experience	Skill Level	Supervision
Performs general tasks with simple to moderate difficulty. Work entails well-defined procedures.	Some previous education or work experience is required.	Some special skills or training is required.	Person will be supervised, but has some decision-making authority.
Category C-\$6.25-7.25 per hour			

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<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Requires special skills, knowledge or abilities. Work entails general guidelines.	Moderate level of work experience or knowledge is required (minimum 6 months).	Possess the knowledge and skills to perform independently with or without training.	Person will have limited supervision. They will have some decision-making authority.
<b>Category D-\$6.50-7.50 per hour</b>			
<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Requires advanced specialized skills, knowledge or abilities. Tasks may be difficult and complex in nature.	High level of previous work experience or knowledge is required (minimum 1 year).	Ability to multitask with strong attention to detail. Ability to perform required skills with minimal training.	Person will have minimal supervision. They will make decisions and act independently.

### **Time Entry Policies and Procedures**

#### ***General Guidelines***

1. You are required to submit the hours that you have worked on a bi-weekly basis in order to be paid.
  - a. You will receive instructions on specific time entry procedures from the department.
  - b. It is your responsibility to learn the procedure used by the department and to adhere to the department standards.
2. Time entry must be completed on Monday by noon on weeks when the payroll is generated.
3. A payroll schedule is posted in several areas of campus for you and your supervisor. You can also view a payroll schedule on page 9 of this handbook.
4. The U.S. Department of Labor requires us to pay our employees in a timely manner. **Time entry is submitted bi-weekly.** Time entry that is not submitted and approved by the payroll deadline will be paid the following pay period.
5. Hours that are submitted late by 2 or more pay periods will warrant your immediate suspension from your job. In order to resume work, you or your supervisor will have to file a written appeal with the Student Payroll office. The appeal must include an explanation of why the time was submitted late, and it will need to be signed by both you and your department supervisor. If the appeal is approved, you and your supervisor will be notified, and you may resume working for that department.
6. If you have chosen to use direct deposit for your pay, then you will receive an Electronic Pay Advice in your Dickinson College email account. Also, a printable, downloadable file will be available for your records.

**NOTE: YOUR FIRST PAY WILL BE IN THE FORM OF A CHECK**

7. If your address or bank information changes, it is important for you to notify the Student Payroll office promptly to avoid delays or errors with direct deposits. It is also advisable for you to keep the “old” bank account active until a payroll has been deposited into your “new” account.

**Methods of Time Entry**

*Banner Time Entry*

Banner Time Entry is used for student employees in all departments with the exception of a few areas on campus including: Dining Services, College Bookstore/Devils Den, Mail Center, Conference and Special Events office.

Time entry must be completed to indicate the hours you have worked. You must submit the hours that you have worked and your supervisor must approve those hours. Hours are calculated in 1/4 hour increments. If you have more than one job, you will have to submit the hours worked for each job separately.

1. To access Banner web time entry go to: <http://banner.dickinson.edu>
2. Enter "0" for days that you did not work any hours.
3. To learn how to enter your time using Banner web time entry, access the Banner Self Service Training System for Students at:  
[http://1college.dickinson.edu/webtraining/index\\_1\\_0.html](http://1college.dickinson.edu/webtraining/index_1_0.html)

*TimeClock Plus*

TimeClock Plus is used for student employees in Dining Services, College Bookstore/Devils Den, Mail Center, Conference and Special Events office.

TimeClock Plus is a time keeping system that will be used in departments that have hourly employees who report hours with little or no access to a computer.

1. TimeClock Plus is a time clock swipe card system. Student employees will swipe their student id card at the beginning of their work shift and at the conclusion of their work shift.
2. You will receive instructions on specific time entry procedures from the department. It is your responsibility to learn the procedure used by the department and to adhere to the department standards.

*Time Cards*

Time Cards are used for student employees working off-campus at an approved Community Service Organization.

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1. Time cards are completed to indicate the hours you have worked. You and your supervisor must sign the time card. Hours are calculated in 1/4 hour increments. If you have more than one job, you will have a time card for each job.
2. Time cards are due Monday by noon on weeks when the payroll is generated. Time cards must be delivered to the Student Payroll office before noon in order to be paid. Late time cards will be paid the following pay period.

The above information is intended as a guide for students employed at Dickinson College. We hope it is helpful to you. If at any time you require additional help to complete forms or you have questions regarding payroll, the Student Payroll Office is open weekdays from 8:30 until 4:30 and can be reached by calling (717) 245-1544.

### **Electronic Pay Advice**

You will receive an Electronic Pay Advice in your Dickinson College email account. Also, a printable, downloadable file will be available for your records. You will be able to obtain your pay advice whether you access your email through Microsoft Outlook or WebMail. Downloadable documents which provide directions on obtaining your pay advice using either email system are available online at.

- Using WebMail- [http://1college.dickinson.edu/employee/PayAdvice\\_WebMail.pdf](http://1college.dickinson.edu/employee/PayAdvice_WebMail.pdf)
- Using MS Outlook- [http://1college.dickinson.edu/employee/PayAdvice\\_Outlook.pdf](http://1college.dickinson.edu/employee/PayAdvice_Outlook.pdf)

Upon receiving your first pay, it is advisable for you to check the accuracy of your social security number and your address so that corrections can be made immediately if necessary. A “gross” amount of earnings will appear and “net” amount earnings will appear. The net amount represents the amount that has been deposited into your bank account. The pay advice also indicates the taxes that have been withheld and your year-to-date amounts. You can expect to have state and local tax withheld and possibly federal tax, depending on the way your W-4 form was completed. Social security taxes (FICA and MEDI) are not normally withheld, since full-time students are exempted from this tax.

### **Payroll Dates**

For the current schedule of payroll dates, visit [www.dickinson.edu/hrservices/2008paydates.htm](http://www.dickinson.edu/hrservices/2008paydates.htm).

### **Taxes**

#### *Federal, State, and Local Taxes*

All wages paid to Federal work study and institutionally funded student employees are subject to withholding of federal, state, and local income taxes unless you qualify for an exemption.

#### *FICA (Social Security Taxes)*

- You are exempt from FICA taxation.

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- You will continue to be exempt from FICA taxation for services performed during the winter break providing you were exempt on the last day of the fall semester and that you are eligible to enroll for the spring semester.
- You are exempt from FICA taxation for work performed during any period that partially falls within the academic year.
- If you are employed during the summer, FICA taxes will be withheld from your pay.

### **Benefits**

- As a student employee, you are not eligible for benefits such as sick leave, holiday pay, vacations or retirement plans.
- You are eligible for worker's compensation under provisions of Pennsylvania State law.
  - Worker's compensation covers expenses for medical care, and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job.
  - Supervisors should be contacted as soon as possible in the event of on-the-job injuries.

*If you are injured on the job, please contact your supervisor immediately.*

### **Related Information**

### **History/Revision Information**

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** Student Employment Handbook for Students