

SNC



100 Grant Street  
De Pere, WI 54115-2099

# ANSWER GUIDE FOR PAYROLL

This handbook attempts to address the common questions supervisors may have at St. Norbert College

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Please note:

The specifics regarding on call pay, Christmas/additional Christmas holidays, and snow days are only briefly mentioned in the following pages. The areas impacted by these special situations are specific groups and there is separate documentation available for the affected departments. Also, this is not intended to be a “policy” handbook, but rather a helpful resource to employees and supervisors needing answers to payroll-related questions. It is not intended to replace the policies of the Human Resources department. If you have any questions regarding these special payroll situations, or any other questions, please contact the Payroll Office. Our contact information is on the last page of this booklet.

The complete Human Resources Employee Handbook is available on the SNC website. The link is listed below:

[https://www.snc.edu/hr/documents/Handbooks/Handbook -  
\\_Employees-x/SNC Employee Handbook.pdf](https://www.snc.edu/hr/documents/Handbooks/Handbook_-_Employees-x/SNC_Employee_Handbook.pdf)

If you have any questions regarding Human Resources’ policies, please contact the Human Resources department.

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## COMMON PAYROLL QUESTIONS – AND ANSWERS

This handbook addresses common questions supervisors, at St. Norbert College, may have regarding compensation for hourly (non-exempt) and salaried (exempt) employees. This handbook does not expect to address every situation, and more resources are available at [www.snc.edu/payroll](http://www.snc.edu/payroll).

### Overtime

Hourly (non-exempt) employees working more than 40 hours in a week, are to be paid overtime (1-1/2 times their normal rate of pay). The calculation of total hours does not include vacation, funeral, PTO, holiday or jury duty. Even if the employee does not have the overtime approved in advance, the employee must be paid overtime for hours worked in excess of 40. (Please see Holiday Pay section for guidelines regarding holiday pay.)

### Comp Time Banks

By federal law, hourly employees must be paid for all hours worked in a pay week. Hourly (non-exempt) employees are **not** allowed to work more than 40 hours in one week, and bank the hours worked over 40 to be taken off at a later time. At St. Norbert, our pay week starts on Sunday and ends on Saturday. Pay periods and pay days are listed on the Payroll website. <http://www.snc.edu/payroll/>

### Reporting Vacation Taken

Vacation may only be taken with the supervisor's approval. PTO and Vacation time should be reported when taken. Vacation may not be taken before it is accrued.

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## Vacation Reports

Once a month, each supervisor receives a vacation report from the Payroll Department. The report includes each employee's balance as of the dates listed on the report. If an employee takes time off, but does not report it, the balance on the report will be incorrect. It is the supervisor's responsibility to verify that the outstanding vacation balance report is accurate. Employees need to report their time off in a timely fashion. The vacation accrual rates, based on years of service, are listed below.

## Vacation Accrual Rates – (Part-time employees are prorated)

Vacation accrues on hours worked, vacation, holiday, funeral leave, jury duty, and PTO. Accrual, per pay period, assumes 80 hours of work. Vacation does not accrue on short-term disability or vacation payout hours.

## Hourly (Non-exempt) Staff Vacation Accrual

Less than 4 years of service – 3.70 hours/pay period – 120 hours maximum accrual

4, but less than 8 years of service – 4.62 hours/pay period – 150 hours maximum accrual

8, but less than 11 years of service – 5.54 hours/pay period – 180 hours maximum accrual

11, but less than 15 years of service – 6.47 hours/pay period – 210 hours maximum accrual

15 or more years of service – 7.70 hours/pay period – 250 hours maximum accrual

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## Salaried (Exempt) Staff Vacation Accrual

Less than 5 years of service – 6.47 hours/pay period – 210 hours maximum accrual

5 years of service, but less than 10 years of service – 7.08 hours/pay period – 230 hours maximum accrual

10 years of service or more – 7.70 hours/pay period – 250 hours maximum accrual

## PTO

PTO is granted on August 16 of each year. Each full-time employee receives 48 hours of PTO in their PTO bank. Benefit-eligible employees working less than full-time are given a prorated amount of the 48 hours. Any PTO not used by August 15, of the following year, is forfeited. The Payroll department tracks the remaining hours available as of August 15 and verifies PTO requests, prior to and including August 15, against the remaining hours.

## Holiday Pay

The College generally provides benefit-eligible employees with 10 paid holidays per year. College-paid holidays are listed on the Human Resources website. <http://www.snc.edu/hr/holidays.html>

If an hourly (non-exempt) employee is required to work on a College paid holiday, the employee will receive overtime pay (1.5 times regular pay) for the hours worked on the holiday. In addition, the hourly (non-exempt) employee will receive holiday pay. Therefore, the pay rate earned is 2.5 times regular pay. If a salaried (exempt) employee is required to work on a College paid holiday, the salaried (exempt) employee is allowed to schedule another paid day off before the end of the fiscal year (May 31).

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## Holiday Pay for Benefit-eligible Employees less than full-time

Employees who work less than a 40-hour week, are entitled to holiday pay based on their normally scheduled work days and times. For example, if the College-paid holiday falls on Friday, and it is not a regularly scheduled day for the employee, they would not receive holiday pay. If the College-paid holiday falls on Monday, and the employee is normally scheduled to work 6.5 hours on Mondays, they should receive 6.5 hours of holiday pay. Benefit-eligible employees who work less and 12 months per year will not receive holiday pay when they are not scheduled to work. For example, employees not working over the summer will not receive holiday pay for the 4<sup>th</sup> of July.

## Additional Christmas Holidays

On occasion, the College will grant additional holidays around Christmas and New Year's. An employee who works on one of the granted holidays will receive their normal rate of pay and will be allowed to schedule another day off, with their supervisor's approval, with pay, before the end of the fiscal year (May 31).

## Time Sheets

Time sheets are due by noon on Monday of pay week. It is the employee's responsibility to have completed and submitted their time sheet. It is the supervisor's responsibility to review and approve the time sheets. Please open the time sheet, and review it, for time off reporting (PTO and/or vacation), overtime, etc. Payroll calendars and payroll pay periods are available on the Payroll Department website.

<http://www.snc.edu/payroll/>

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## Proxy Set Up

KnightLine is accessible from any computer with internet access. You do not need to be on campus to approve time sheets. However, if you will be out of the office and are unable to access the internet, you may set up a proxy to approve your time sheets. There is a short Power Point on the Payroll website with instructions on how to set up a time sheet proxy.

[http://www.snc.edu/payroll/login/Knightline\\_Proxy.pptx](http://www.snc.edu/payroll/login/Knightline_Proxy.pptx)



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## Approval Button is missing on Time Sheet

If you receive a reminder notice from the Payroll Office to approve a time sheet and you do not see the “approve” button, the employee has not submitted the time sheet to you. You may either notify the employee (or student) to complete the time sheet and submit it, or contact the Payroll Department to have the time sheet submitted to you.

## Snow Days/Inclement Weather

On occasion, the College may close due to inclement weather. Hourly (non-exempt) employees required to work, (essential services) while the campus is closed, will receive 1-1/2 times (overtime). The employees must be part of essential services (i.e., Dining Services, Campus Safety, Facilities, etc.). The “essential services” hourly (non-exempt) employees will receive overtime pay for the hours worked during the official shutdown. If a salaried (exempt) employee is required to work during the official shutdown, the employee may take an equal number of hours off within the pay period. If any employee has already scheduled to be off work (PTO or vacation) and the campus closes, the employee still must take PTO or vacation for their time off. All other benefit-eligible employees will be paid straight time for their regularly scheduled hours during the shutdown.

## Funeral Leave

The College provides benefit-eligible employees paid time off to attend the funeral of a relative. Benefit-eligible hourly (non-exempt) employees should enter the hours on their time sheet as funeral leave. Benefit-eligible salaried (exempt) employees should notify the Payroll department, via e-mail. The amount of time off provided for funeral leave is available on the Human Resources website:

<https://www.snc.edu/hr/documents.html?d=/Handbooks/Handbook - Administrative-x/sk005 V - Compensation and Benefits>

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## Accessing W-2s

W-2s are available on line for previous years of employment at St. Norbert College. To access your W-2, log on to KnightLine, click on **Employee** click on **Tax Forms** click on **W-2 Year End Earnings Statement**, select the Tax Year by using the drop down arrow, click **Display**. Scroll down to the bottom of the W-2 and there will be a button available as **Printable W-2**. Use the browser's print button to print the W-2.

## Understanding Your W-2

The Power Point document on the St. Norbert College Payroll website titled:

“Your W-2 Why It Does Not Match Your Last Pay Statement of the Year”

Demonstrates the differences between your annual earnings, deductions and your W-2.

<http://www.snc.edu/payroll/>

## Third Pay Check of the Month

St. Norbert College employees are paid every other week, a total of 26 times per year. Health and dental insurance deductions are based on monthly amounts, and therefore, are deducted twice a month for a total of 24 times per year. When there are three pay checks in the month, the third paycheck will not have deductions for health and dental insurance. For employees paid over 9 months instead of 12 months, they may have health and dental insurance deductions depending on where the 3 pay check months fall within their employment periods.

## Student Employees

To hire a student employee, complete a Student Labor form and submit it to Student Employment/Financial Aid for processing. If the student has previously worked on campus, nothing more needs to be completed. If it

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is a new student employee, before they may begin work, send them to the Financial Aid Office to complete an I-9 Employment Eligibility Verification form and other payroll paperwork, including a W-4. More information about the student employment process is available on the website listed below.

<http://www.snc.edu/studentemployment/process.html>

Student employees may not work more than 20 hours per week during the school year. The 20-hour limit includes all of the student's St. Norbert College positions combined. During school breaks and summer, the student may work more than 20 hours per week.

### International Students

International students must have a social security number in order to be eligible to work on campus. If you are hiring an international student, please ask the student to contact the Center for Global Engagement on how to obtain a United States social security number.

International students are subject to various different tax laws. Once the student receives their social security card, they need to come to the Payroll Office with their passport to complete their tax paperwork and I-9 Employment Eligibility Verification form.

International students, leaving the United States and not returning, may close their bank accounts before they leave the country. If your international student employee is planning to leave the U.S., please do not allow the student to work the last two weeks before departure. The Payroll office needs to process the student's last pay check, either paper or direct deposit, while the student is still able to obtain the funds in the U.S. If we mail their final pay check to their home address, the exchange rate may make it more expensive for the student to cash the check in their home country.

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Time sheets are due by noon on Monday of pay week. Student employees may need assistance in completing their time sheets. A Power Point document is available on the Payroll Department website (<http://www.snc.edu/payroll/>) under the heading **Resources**. The document is titled: “Timesheet User Guide in KnightLine.” Please be sure your students understand how to complete their time sheets. If they are encountering any difficulty, please ask them to come to the Payroll Department, in Todd Wehr Hall, for assistance.

When approving time sheets, please verify the hours for accuracy. Each time sheet appears as two separate pages to the student, and they must use the “next” and “previous” buttons in their time sheet to toggle between the two pages.

## Missed Hours or Prior Pay Period Adjustments

On the time sheet, there is a category for **Past Pay Period Reg Adjustment**. If your student forgot to fill out their time sheet for the previous pay period, they may enter the hours on the next open time sheet. The student should also enter a comment. By selecting, the **Comments** button at the bottom of the time sheet, the student will access a text box. The student should enter an explanation, for example, which days the past pay period covers, in the text box.

The supervisor’s approval of the time sheet certifies that the student has actually worked all hours reported.

## Supervisors with Staff and Student Employees – Accessing Student Time Sheets

Supervisors with both staff and student employees will need to use the drop down arrow to the right of the listed pay period in order to access the student time sheets.

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## Exhibits – Accessing Time Sheets – Step by Step

**Bursar** **Employee** **Personal Information** **Finance** **KnightLine Proxy Access**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

## Time Sheet/Leave Request/Proxy

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Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

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# KnightLine

[Bursar](#)[Employee](#)[Personal Information](#)[Finance](#)[KnightLine Proxy Access](#)

Search

Go

[SITE MAP](#) [HELP](#) [EXIT](#)

## Selection

## Time Sheet

Department and Description	My Choice	Pay Period
----------------------------	-----------	------------

S, 310000, Finance Department	<input checked="" type="radio"/>	
-------------------------------	----------------------------------	--

ST, 07/10/2016 to 07/23/2016	<input type="text"/>
------------------------------	----------------------

## Sort Order

	My Choice
--	-----------

Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
---	----------------------------------

Sort employees' records by Name:	<input type="radio"/>
----------------------------------	-----------------------

Select

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# KnightLine

**Bursar** **Employee** Personal Information Finance KnightLine Proxy Access

Search

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## Selection

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## Time Sheet

Department and Description My Choice Pay Period

S, 310000, Finance Department

BW, 07/10/2016 to 07/23/2016

## Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

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Please note, as shown below, the ST (student) time sheets and the BW (staff) time sheets are listed chronologically and separately. That is, all of the BW time sheets and dates will be listed first and then the ST time sheets will be listed.



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## KnightLine

[Bursar](#) [Employee](#) [Personal Information](#) [Finance](#) [KnightLine Proxy Access](#)

Search

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### Selection

### Time Sheet

Department and Description	My Choice	Pay Period
S, 310000, Finance Department	<input checked="" type="radio"/>	ST, 07/10/2016 to 07/23/2016
		BW, 11/02/2014 to 11/15/2014
		BW, 10/19/2014 to 11/01/2014
		BW, 10/05/2014 to 10/18/2014
		BW, 09/21/2014 to 10/04/2014
		BW, 09/07/2014 to 09/20/2014
		BW, 08/24/2014 to 09/06/2014
		BW, 08/10/2014 to 08/23/2014
		BW, 07/27/2014 to 08/09/2014
		BW, 07/13/2014 to 07/26/2014
		BW, 06/29/2014 to 07/12/2014
		ST, 07/10/2016 to 07/23/2016
		ST, 06/26/2016 to 07/09/2016
		ST, 06/12/2016 to 06/25/2016
		ST, 05/29/2016 to 06/11/2016
		ST, 05/15/2016 to 05/28/2016
		ST, 05/01/2016 to 05/14/2016
		ST, 04/17/2016 to 04/30/2016
		ST, 04/03/2016 to 04/16/2016
		ST, 03/20/2016 to 04/02/2016
		ST, 03/06/2016 to 03/19/2016

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## Questions

If you have any additional questions please contact the Payroll Office.

Madelyn Kennedy, Manager of Payroll and Personnel Budgets

920-403-3962

[madelyn.kennedy@snc.edu](mailto:madelyn.kennedy@snc.edu)

Todd Wehr Hall, Room 151

Joan Klipstine, Payroll Coordinator

920-403-3516

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Todd Wehr Hall, Room 151

## **2017 Version 2**

(See Payroll website for latest version.)