

PART-TIME AND STUDENT EMPLOYEES (1000 Hour Employees)

In January 2009 all **Student Employees** and **Part-time Nonexempt Employees** will move from a monthly to a semi-monthly payroll. Each month work performed the 1-15th will be paid on the last banking day of the month, and work performed the 16th – 31st will be paid the following 15th day of the month.

Beginning December 1, 2008 all students and part-time 1000-hour employees who complete a ***paper time card*** or use the ***Zip Card readers*** should start using the online time record form through Self-Service Banner (SSB) to enter time worked *for the entire month of December* or their department will enter their time through departmental time entry *for the entire month of December*. On January 15, 2009 they will be paid for the entire month of December 2008 as usual. Continuing to use the Self-Service Banner time record, these employees will record their time worked between the dates of January 1 – January 15 and then will receive their pay on January 30, 2009 for those hours.

The semi-monthly pay system is part of our effort to improve information processing at Missouri State University. The pay calendar found on the Payroll, Human Resources and Student Employment web sites shows the time period, the date the time record **MUST** be approved by the employee's supervisor and the date of pay. Any time records not approved cannot be paid, so pay special attention to these dates.

GETTING STARTED

Training sessions for those who will be *completing and approving* the Time Record through SSB will be held in November. Open labs will be available in December and January for any employees who would like to take advantage of one-on-one help.