

Payroll Requirements for Schools and Departments Employing Student Assistants

Time sheets must be prepared for every student for each approved state pay period. Pay period calendars are on file with each time and attendance clerk. The hours recorded on the time sheets must be transferred by the employing department to form CD048 for student assistants. Forms CD048 must be submitted to the Payroll office by 10:00 a.m. on the first calendar day of the month. It is the responsibility of the employing department to maintain time sheets at their location for five years. These time sheets are subject to audit by both federal and state agencies.

Student Assistant Payroll

Each student assistant should be preprinted on the Student Assistant Time and Attendance form CD048. If a student is not printed on the form- **Please be sure to add your student's information on the same agency reporting unit the student has been appointed**-complete the below information for your new student:

- social security number
- first, middle initials and last name of student as appears on social security card
- class code
- serial number
- salary rate

The total number of hours worked for each student must be entered in column #6 of the CD048 form. These hours must match the applicable time sheet. Depending on the total days in the pay period there will be no more than 84 or 88 hours allowed.

These items will be reviewed in an audit:

- **correct carry-over of total hours worked**
- **class conflicts**
- **weekend hours initialed by supervisor**
- **cross-outs, white-outs initialed by supervisor**
- **correct total hours and salary rate**
- **Authorized Signature for account must be present**