

Time Sheet Guidelines for the Student Worker

Log on to [One Tech](#)

1. Go to the Staff Tab
2. Navigate to Time Reporting Channel
3. Click on the link with "Due Date". This will open your time sheet. **(Please note: You will not be able to submit your timesheet after 11:59 pm on the due date shown)**
4. Click on "Enter Hours" on the date you worked. When entering your time round to the nearest quarter hour:
 - 1 to 6 minutes = .00 (top of current hour)
 - 7 to 21 minutes = .15 (.25 hours)
 - 22 to 36 minutes = .30 (.50 hours)
 - 37 to 52 minutes = .45 (.75 hours)
 - 53 to 59 minutes = .00 (top of next hour)

So if you worked 1 hour and 8 minutes, you would enter 1.25 as your hours on your timesheet.
5. *****SAVE***** each day before moving on to the next day.
6. To continue to the next payroll week click on "Next".
7. Entering comments on your time sheet is optional. If you need to make a comment to your supervisor concerning your time sheet, click on the "Comment" tab and type your message in the space provided. Click the "Save" tab after you have completed your comment.
8. Submission of your time sheet for approval
 - Preview your time sheet prior to submitting your time sheet.
 - Do not submit your time sheet until all Time Entry is complete for that pay period. Once hours have been submitted they cannot be changed.
 - In order to be paid on payday, you must submit your time sheet by the 2nd working day of the following month. If your time sheet is not submitted by the deadline then you will need to contact the Payroll Office for further instruction at (479)968-0696.
9. When you have verified the hours are correct for the entire pay period, click "Submit for Approval".

Electronic W2 Consent

We would like to encourage you to consider logging on to One Tech and giving your consent for electronic delivery of your W-2.

Benefits of Receiving Form W-2 Electronically

- Online delivery provides access to the W-2 statement earlier than the traditional mail process
- Online delivery eliminates the chance that the W-2 statement will get lost or delayed during delivery or misplaced after the employee receives it
- Employees can retrieve their W-2 statements at any time of day and on weekends
- Employees can print multiple copies at their convenience
- Employees are contributing to cost savings (forms, printing and postage expense) for the university

The process for requesting the electronic version is quick and easy. Just follow these steps:

- Log on to **One Tech**
- Select *the Staff Tab or Student Tab*
- Find the **Personal Information** Channel and click on the **W2 Electronic Consent** link.
- Check the **Consent to Receive W-2 Electronically** box
- Click on the **Submit** button

Detailed disclosures can be found at the following address: <http://www.atu.edu/payroll/docs/W-2Electronic.pdf>

Contact the Payroll Office for any questions or problems at 479-968-0696 or come by our office at Bryan Hall room 200.



ARKANSAS TECH UNIVERSITY

TO: Student Workers

FROM: Tech Human Resources Office

SUBJECT: Personnel Paperwork

Arkansas Tech University will need the attached employment packet completed and returned to the Human Resources Office. Due to policy changes within the Social Security Administration, employee's name on their check must read the same as their social security card. Please take a moment to verify the way your name is listed on your social security card. This step will help to insure your contributions will be credited to your account. For verification purposes, please provide a copy of your social security card.

We will also need document or documents for the I-9 form to establish identity and employment eligibility. Please refer to the back page of the Immigration and Naturalization form for the list of acceptable documents.

If you would like to start saving for your retirement, supplemental retirement annuities are available to you through Teacher Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF). These annuities allow you to make contributions of any amount. More information regarding TIAA-CREF is available in the Human Resources Office.

If you have any questions, please call 356-6203 or come by the Human Resources Office in the Old Art Building, Suite 106.

Thank You!

ARKANSAS TECH UNIVERSITY
Work Study/Non Work Study
PERSONNEL EVENT DATA FORM

Employment Information: Ozark campus Russellville Campus

Employee Full Legal Name: _____ Banner T Number: _____
(AS SHOWN ON SOCIAL SECURITY CARD)

Mailing Address: _____ City: _____ ST: _____ Zip Code: _____

Nation/Country (of address if applicable): _____

Social Security Number: _____ Birth Date: _____ Gender: Male Female

Home Phone Number: _____ Primary Unlisted Cell Phone

Department: _____ Campus Phone Number: _____

Building Location: _____

Citizenship: Citizen Non-Citizen Resident Alien

Marital Status: Married Divorced Single Widowed

Ethnicity (choose one): Hispanic or Latino Not Hispanic or Latino

Race (choose all that apply): American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White Hispanic

The following is the annual Drug-Free Workplace notice for Arkansas Tech University that is required by the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Campuses regulations located at 34 C.F.R. 86.

Drug-Free Workplace, Schools, and Campuses Information

Use of alcoholic beverages or any unlawful use of controlled substances is strictly prohibited during office hours and shall be grounds for immediate dismissal.

It is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination.

The term "controlled substance" means any drug listed in 21 U.S.C. §812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, methamphetamines, and "crack". They also include "legal drugs" which are not prescribed by a licensed physician.

Each employee is required by law to inform the University within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the University's premises. A conviction means a finding of guilt (including a plea of no contest) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction. The legal sanctions which may occur for a first offense violation of local, state, or federal law are as follows: alcohol violations can result in a fine and up to one year in jail; drug violations can result in a fine and up to twenty years in prison.

If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all State employees.

There are numerous serious health risks associated with alcohol abuse and the unlawful use of controlled substances. These health risks range from minor injury caused by impaired judgment to death. Several entities in the area offer drug treatment and rehabilitation services or programs. Information about these programs can be located in the telephone directory under the headings "Alcoholism Information and Treatment Centers" and "Drug Abuse and Addiction Information and Treatment."

34 C.F.R. Part 86
Governor's Policy Direction No. 5
O.P.M. §145.10
Executive Order No. 89-2

See reverse side for Acknowledgement

Acknowledgement

I, _____, an employee of Arkansas Tech University, hereby certify that I have received a copy of this agency's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this agency's premises and violation of this policy can subject me to discipline, up to and including termination. I realize that as a condition of employment on such federal contract, I must abide by the terms of this policy and will notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that my employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information the federal agency.

Signed

Date

State of Arkansas
Statement of Selective Service Status
In Compliance with Act 228 of the 1997 Acts of the Arkansas
General Assembly

I understand that to be eligible for employment with the State of Arkansas I must register, or be exempt from registration, with the Selective Service system in accordance with the Military Selective Service Act, 50 U.S.C. Appx §451 et seq., as specified in Act 228 of the 1997 Acts of Arkansas General Assembly. I therefore swear or affirm under penalty of perjury that I have registered with the Selective Service System, or I am exempted from such registration because of the following provision(s) of the Military Selective Service Act of Act 228 of the 1997 Acts of the Arkansas General Assembly.

- Male Female
- Member of the Armed Forces on Active Duty
- Under 18 years of age
- 26 years of age or over
- Exempted resident alien
- Other, specify below

Name (Please Print)

Date

Signature

ARKANSAS TECH UNIVERSITY
ARKANSAS STATE VEHICLE SAFETY PROGRAM
Authorization to Operate State Vehicles and Private Vehicles on State Business

The form must be fully completed and signed before authorization to drive on state business will be considered. Questions regarding this form may be directed to the Travel Office 479-356-2034 travel@atu.edu.

FACULTY STAFF STUDENT EXTRA LABOR ADJUNCT CAMP OTHER

Name as it appears on Driver's License: _____

T Number: _____

Date of Birth: _____

Campus Department: _____

Phone: _____

Driver's License #: _____

DL State: _____

Initial Each of The Following:

_____ I understand that as permitted by Arkansas Code Ann. §27-50-906 (6)(A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.

_____ I understand that because of my driving record I may not be permitted to drive on State business.

_____ I will participate in all required Defensive Driving Classes.

_____ I will report all accidents that occur on state business to my employer

1. Within 24 hours of the occurrence or by the next working day if the accident occurs in a state vehicle
2. Within 7 working days if the accident occurs in a private vehicle.

_____ I have read the *Driving Safety Tips* provided by my employer.

_____ I understand that I must maintain liability coverage, as required by State Law, on my personal vehicles that I drive on State business.

Signature

Date

ARKANSAS STATE VEHICLE SAFETY PROGRAM

DRIVING SAFETY TIPS

November 2010

- **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- **Seat belts** - Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- **Cellular Phones** – The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes your attention away from driving, making you less likely to notice hazardous situations.
- **Backing Crashes** - Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.
- **Intersection Crashes** – When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- **Weather Related Crashes** – Rain, snow, fog, sleet, or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.
- **Passing Crashes** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “two second rule” by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- **Security** – State vehicles should be locked whenever they are unoccupied.
- **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.