

NEW STUDENT EMPLOYEE PAYROLL SESSION - HOURLY

ECE PAYROLL

The HR/Payroll Manager is responsible for:

1. Sending offer letters for research appointments.
2. Entering and updating appointments in Workday.
3. Entering promotions after passed General exam (PhD).
4. Addressing HR and/or appointment related questions and concerns.
5. Meeting with students for onboarding tasks and position updates and/or concerns.

Students can contact Christie Peralta (HR/Payroll Manager) directly by emailing cperal23@uw.edu.

The Payroll/Fiscal Coordinator is responsible for:

1. Tracking completion of Sexual Misconduct Declaration forms.
2. Tracking quarterly offer letter decisions.
3. Sending reminders to enter Holiday Taken Time Off and/or submit timesheets.
4. Addressing payroll related questions and concerns.

The mailing list to reach both the HR/Payroll Manager and Payroll/Fiscal Coordinator is payroll@ece.uw.edu.

HOURLY APPOINTMENTS

The hourly job profiles students can hold are Undergraduate Research Assistant (UGRA), Undergraduate Teaching Assistant (UGTA), Reader/Grader, and Tutor. **These job profiles will fall under the union.**

Student Assistant or Student Assistant – Grad are non-union hourly student employee job profiles.

Enrollment requirements

Student hourly employment is available to UW students who meet the following enrollment requirements:

- Undergraduate students enrolled for a minimum of 6 credits.

LOCATION & CONTACT

Paul Allen Center (PAC) AE 114
Phone: (206) 221-6716

Drop-in availability may vary.
Students can schedule appointments via email (cperal23@uw.edu) or [booking calendar](#) (15-minute, in-person).

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Phone: (206) 221-6716

RATES 2024-2025

ASE (union): \$21.57 per hour

Student Assistant (non-union): \$19.97 per hour

- Graduate students who are enrolled for a minimum of five credits, or two credits for Ph.D. candidates working on their dissertation. This does not include hourly paid positions covered by the United Auto Workers (UAW) collective bargaining agreement covering Academic Student Employees (ASEs).
- Students receiving "On leave" status.

"On leave" status

Student hourly employees are considered "on leave" as follows:

- **Undergraduates** – For one quarter immediately following a quarter in which the student was enrolled for at least 6 academic credits, including summer quarter, unless the student has graduated.
- **Graduate and professional students** – When the student has applied for and been granted [on-leave status](#) by the Dean of the Graduate School.

UAW LOCAL 4121

This is the union for Academic Student Employees (ASE), Postdoctoral Scholars, and Research Scientists (Assistants – grade 4). Students can view the [UAW Academic Student Employees \(ASEs\) contract](#) for details on employment conditions.

UAW ASE CONTACT

ASEs can contact UAW with questions.

Webpage: <https://www.uaw4121.org/>

Email: uaw4121@uaw4121.org

Office Address: UAW Local 4121
2633 Eastlake Ave E.
Suite 200
Seattle, WA 98102

TIMESHEET SUBMISSION

This is an hourly position that will require you to enter and submit time entries each pay period. Timesheets are due on the 15th and last day of each month. Instructions to enter and submit time can be found at https://employeehelp.workday.uw.edu/user-guides/enter_time/.

The maximum hours an hourly student employee can work each week is noted in the appointment letter. Appointments and schedules will be made in accordance with Student Hourly Employment Work Hours Limits Policy and the Student Hourly Employment Eligibility Policy (<https://hr.uw.edu/studentemployment/>).

SUBMISSION DEADLINE

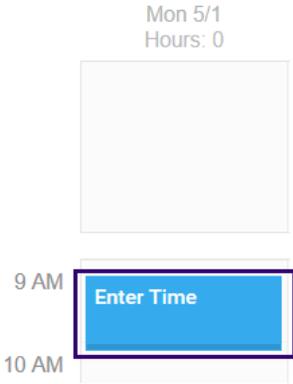
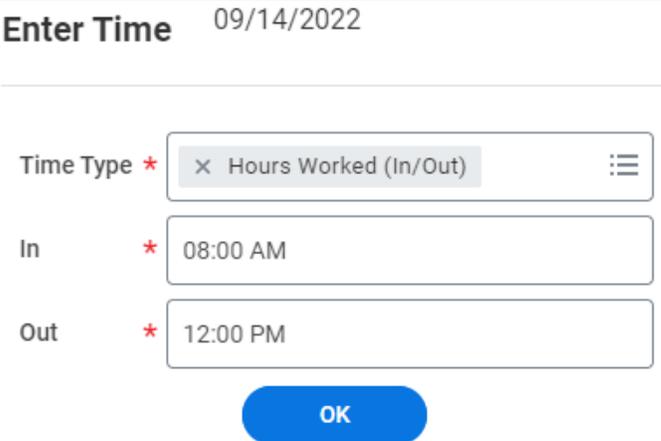
Timesheets are due on the 15th and last day of each month. The Payroll/Fiscal Coordinator will send reminders to students during the pay period window.

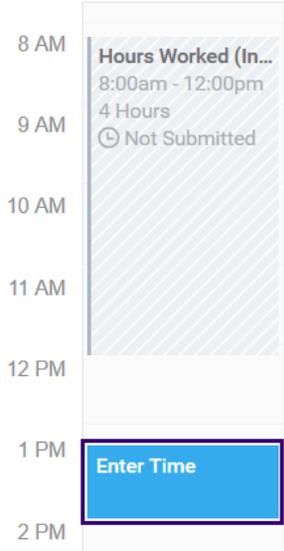
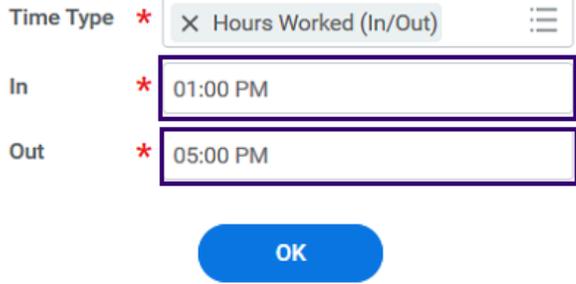
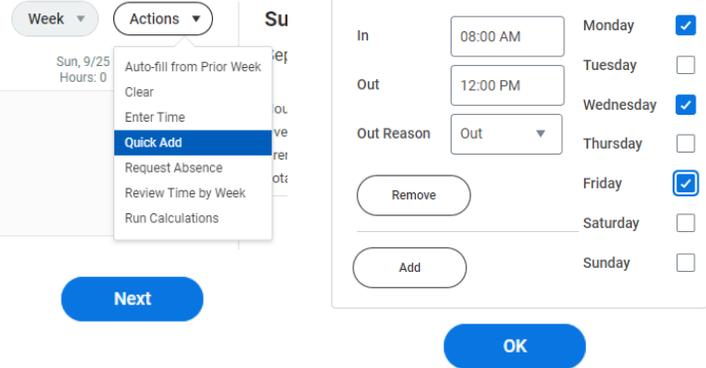
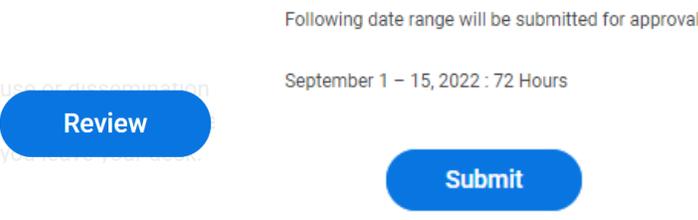
TIME OFF & ACCOMMODATIONS

Hourly student employees accrue paid sick time off at the end of the month at a rate of 1 hour for every 40 hours worked. Paid sick time off accrual begins at the start of employment for all hours worked on and after that date, and is available for use the following month. Further information, such as authorized use, can be found on the [UWHR webpage](#).

Disability accommodations can be requested by contacting the Disability Services Office (DSO) by email (dso@uw.edu) or phone call (206-543-6452). More information can be found on the [Disability Resources for Students webpage](#).

WORKDAY QUICK GUIDE

ENTER TIME	
1. Select the Time app from the Global Navigation Menu (Menu > Time).	 <p>A screenshot of the application's navigation menu. On the left, there is a hamburger menu icon followed by the text 'MENU'. On the right, there is a blue icon of a clock with a document on top, labeled 'Time' below it.</p>
2. Select This Week , Last Week , or Select Week .	 <p>A screenshot of the 'Enter Time' screen. At the top, it says 'Enter Time'. Below that are three stacked rectangular buttons: 'This Week (0 Hours)', 'Last Week (0 Hours)', and 'Select Week'.</p>
3. The calendar opens to the week you selected above. Use the forward, back, or down arrow if you would like to enter time for a different week.	 <p>A screenshot of a calendar interface. At the top, there is a 'Today' button, left and right navigation arrows, and the date range 'Sep 5 - 11, 2022' with a dropdown arrow.</p>
4. Select a time block in the column of the date you wish to enter time for.	 <p>A screenshot of a calendar grid for Monday, September 5, 2022. The text 'Mon 5/1' and 'Hours: 0' is at the top. A time slot between 9 AM and 10 AM is highlighted with a blue box and labeled 'Enter Time'.</p>
5. The Enter Time window opens. Enter the In and Out times for the first block of time you worked that day. Make sure AM and PM are correct.	 <p>A screenshot of the 'Enter Time' form for the date 09/14/2022. It includes a 'Time Type' dropdown menu set to 'Hours Worked (In/Out)', and input fields for 'In' (08:00 AM) and 'Out' (12:00 PM). A blue 'OK' button is at the bottom.</p>
6. Select OK .	

<p>7. Select another time block to enter time worked after returning from lunch/break.</p>	
<p>8. Enter the In and Out times. Make sure AM and PM are correct.</p> <p>9. Select OK.</p>	
<p>10a. Repeat steps 4–9 for each day worked that week, or...</p>	
<p>10b. If you work the same schedule most days of the week, select the Actions button in the upper right corner of your calendar, then select Quick Add and Next to enter time en masse (i.e., M-F 8:00 to 12:00; 1:00 to 5:00).</p> <p>Select Add enter additional time, such as your lunch break.</p> <p>Select the OK button when you are finished with your Quick Add.</p>	
<p>11. Once you have added all the time you wish to enter, Review your hours and make corrections if needed. Select the Review button in the bottom right corner of the screen.</p> <p>12. To submit your time entered, select the Submit button.</p>	

Link to user guide: https://isc.uw.edu/user-guides/enter_time/