

New Hire Information:

Who needs to complete the Payroll New Hire packet?

- *New* Part-Time & Adjunct employees are required to complete the packet.
- *Returning* employees that have been paid by WSU in the last 12 months do not need to complete the packet again (unless info needs to be updated)
- Salaried employees do not need to complete the payroll packet. They will complete their process online and meet with HR for benefits enrollment.

What will employees need to complete the Payroll New Hire packet?

- State issued driver's license AND social security card, OR a US Passport, are the most common forms of ID that are used. However, the list of acceptable documents can be found here: [Form I-9 Acceptable Documents - USCIS](#)
 - *Please note that we cannot accept copies of documents.*
- Proof of account number and routing number are required for direct deposit. This can be provided via mobile app, voided check or a printed statement from your financial institution.
- A paper PAR (payroll action request) is required for all hourly employees, this should be completed by the hiring department
 - [How to Create a Paper PAR \(PDF\) Link](#)

Payroll New Hire packet has been completed, what's next?

- Employees should contact their supervisor or department to let them know the payroll process is complete. The supervisor/department can advise them of the next steps as a WSU Employee.

When do WSU employees get paid?

- Visit our website for our payroll schedules: [Payroll Schedules](#)
- Salaried employees can refer to the 'Salaried Pay Schedule'. Part-Time, Hourly, and Work-Study employees can refer to the 'Hourly/Work-Study Pay Schedule'.
- Adjunct employees generally follow the 'Salaried Pay Schedule'; However, the timing of the Adjunct pay is dependent on the enrollment lock date each semester. Please refer to 'Adjunct Pay Schedule' for additional details

TAS Time Clock:

- TAS Time Clock is the app used by hourly employees to clock in/out and track their time worked
- If employees need help editing their time, they should ask their timekeeper or supervisor
- The TAS Employee guide can be found on the payroll website
 - [TAS - Employee Guide \(PDF\)](#)
- 'Your TAS Records' email is to notify the employee that their time has been edited (usually by supervisor or timekeeper). If something appears to be incorrect the employee should log in, check their time, and bring any concerns to their supervisor/timekeeper

TAS for Timekeepers:

- This app is used by timekeepers/supervisors
- Each department has at least one timekeeper, the time keeper is responsible for verifying and monitoring TAS activity
- Access must be requested, the form can be found on the payroll website
 - [TAS Access Request Form \(PDF\)](#)
- Employees **do not** use this app to clock in
- Training Manual for timekeepers can be found on our payroll website
 - [TAS - Training Manual \(PDF\)](#)

Work Study:

- Managed by Financial Aid, student workers need to apply with Financial Aid if they're interested
- Awarded to student workers based on financial need, must complete a FAFSA to be considered. If awarded, student worker receives a portion of the award each pay period and can be used towards living expenses
- New hires on work study still need to complete a new hire packet
- Student workers should bring the completed work study card/form to payroll

50/50:

- Managed by the department the employee is working for
- Apply through Career Services
- Contact Career Services for additional info

Payroll Office General Info:

- Hours: Monday - Friday from 7:30am - 4:30pm
 - Closed Saturday, Sunday and all campus observed holidays
- Phone: 801-626-6031
- Fax: 801-626-7648
- Email: payroll@weber.edu
- Address: 3850 Dixon Parkway Dept 1021, Ogden, UT 84408-1021

Adjunct Instructor Information

Adjunct new hire has completed their payroll packet, what is next?

- Payroll will complete the adjunct payroll process when:
 - Payroll has received the adjunct official start date, and org number
 - Payroll has received confirmation from the hiring department that the adjunct has started teaching
- [Adjunct Setup and FLAC Guide Link](#)
- [Adjunct New Hire Form PDF Link](#)

Adjunct needs access to emails, Canvas, course materials, etc.:

- As long as the adjunct has a W#, the department can set up access for the adjunct in Banner using the SIAINST and SIAASGN screens (this is not a payroll process)
 - Payroll does not activate anything related to emails, Canvas or any course materials for adjuncts
- If the department does not know the W# for the adjunct instructor, please contact payroll at 801-626-6031 or payroll@weber.edu
 - If the hiring department needs a W# created, payroll must have a completed new hire packet for the adjunct instructor
- Adjunct @weber.edu emails are generated after the department sets them up in Banner, using screens SIAINST and SIAASGN
 - Specifically for email generation, SIAINST fields 'Category' and 'Staff Type' cannot be blank

Additional Banner information for adjunct instructors:

- SIAINST
 - Adjuncts must be 'active' in this screen, other screens will not work if the adjunct is 'inactive' in SIAINST
 - If an adjunct needs access prior to the semester they are teaching, the department should make the adjunct 'active' for the previous semester. For example: an adjunct is teaching Fall Semester (202520), but needs access to materials prior to 1st day of Fall Semester. The hiring department should list the adjunct as 'active' for Spring Semester (202510) to allow early access.
- SIAASGN
 - The hiring department should use this screen to assign the adjunct to the classes they are or will be teaching
 - If an adjunct can't be found on this page, the hiring department should verify the adjunct is active for proper term in SIAINST screen

What is the adjunct pay schedule?

- Adjuncts generally follow the salaried pay schedule that is listed on the payroll website, pay day is the 3rd and 18th of every month
- At the beginning of each semester, adjunct pay is paused due to FLAC LOCK (enrollment lock date for classes). The approximate first payment for adjuncts, per semester, can be found on our payroll website (use the 'pay schedules' screen).
 - [Click here for pay schedule link](#)

What is the adjunct pay rate per credit hour?

- Effective fall semester of 2024 rate is 1090.00 per credit hour
 - For details or questions please contact payroll at 801-626-6031 or payroll@weber.edu

FLAC (Faculty Load and Compensation):

- FLAC 'Faculty Load and Compensation' is a program that is used to pay adjunct employees
- FLAC assignments can be changed and edited up until the enrollment lock date
 - FLAC Lock reminders are sent to all departments prior to the lock date
 - Reports are also sent to each department and must be returned with the required signatures prior to the lock date
 - Lock date is listed in the emails sent to all departments
- POT (Part of Term) info:
 - POT 1: full semester classes
 - POT 2: first block classes (first half of semester)
 - POT 3: second block classes (second half of semester)
- FLAC Lock occurs twice a semester
 - Beginning of semester for POT 1 & 2
 - Half way thru semester for POT 3
- [Adjunct Setup and FLAC Guide Link](#)

Salaried Employee Information:

Salary Reduction Agreement:

- [Salary Reduction Agreement 2024 PDF](#)
- Only salaried employees are eligible for this benefit
- To initiate a new deduction employees must complete the Salary Reduction Agreement form. There is no need for the employee to contact TIAA or URS to open the account prior to activating the deduction.
- If an employee has a question about rolling accounts, loans or withdrawals on accounts they should contact TIAA or URS directly
 - Payroll does not process the following: rolling accounts, loans or withdrawals on accounts
 - Contact information for TIAA and URS can be found on the weber.edu website
 - [Human Resources - Retirement Information Link](#)

Salaried Pay Schedule:

- Semi-Monthly pay dates are the 3rd and 18th of each month
- Pay periods are the 1st-15th and 16th-last day of month
- Pay schedule can be found on the Payroll Website
 - [Payroll Schedules Link](#)

FLSA Time Worked Systems:

- If Time Worked approval access is needed, please complete the access request form and submit the form to payroll
 - [FLSA Time Worked Access Request Form \(PDF\) Link](#)
- Additional information can be found on our website
 - [Time Entry Approval Quick Guide \(PDF\) Link](#)

Leave Tracker Systems:

- If Leave Tracker access is needed for Leave Keepers or Primary Approvers please complete the access request form and submit the form to payroll
 - [Leave Tracker Access Request Form \(PDF\) Link](#)
- Leave should be entered on a monthly basis, current month only
- If leave has been submitted for the month, time worked cannot be edited
 - If changes are needed, unsubmit leave, make necessary changes and resubmit leave
 - If leave has been approved, it will need to be unapproved then unsubmitted to allow changes
- Additional information can be found on our website
 - [Leave Reporting Guide \(PDF\) Link](#)
 - [Time Worked Quick Guide \(PDF\) Link](#)