School for Engineering of Matter, Transport & Energy (SEMTE)

Hourly Student Worker Orientation
WELCOME TO SEMTE

HR Staff Contact information

SEMTEHR@asu.edu

Gayla Ruark – HR Specialist - Graduate and Hourly Students & DTA
(480) 965-3095, ECG 301
Gayla.Ruark@asu.edu

Tom Dobrick – HR Specialist Senior – Back up for Gayla
(480) 727-2639, ECG 303E
Tom.Dobrick@asu.edu

Mariah Pacey – Business Operations/HR Manager
(480) 727-9316, ECG 303A
Mariah.Pacey@asu.edu
HIRING/PAYROLL PACKETS

• If you do not have a **current active position** or **have never worked on campus before**, you will need to complete and submit a New Employee Payroll Packet and I-9 Employment Eligibility Verification form for Human Resources.

• **NOTE:** You have 72 hours after your hire date to submit your Payroll Packet including the I-9 form. Failure to submit within 72 hours may result in reduced pay or termination.
HIRING/PAYROLL PACKETS

- Paper forms can be found at the central HR office or following website: 
  http://www.asu.edu/hr/forms/payrollpacket.pdf.

- Submit the paperwork IN PERSON to the Human Resources office located at 1100 E. University Drive in Tempe and be sure to bring your original identifying documents.
Activate ASURITE Account
Your ASURITE account is your primary login name for ASU computing services. It is used to log onto My ASU, which is an information portal for students, faculty, and staff where you can access resources needed on a regular basis (financial aid information, class registration and schedules, etc.). After you submitted your application, you should have received an email instructing you to activate your ASURITE account. More information on ASURITE and MyASU can be found at:
https://selfsub.asu.edu/apps/WebObjects/ASURITEActivation
https://getprotected.asu.edu
https://contact.asu.edu

Get your ASU Student ID card (Sun Card)
Your Sun Card is a photo ID that shows your ASU ID number. You will need it before you apply for a parking pass and to gain access to buildings and labs. You can go to Memorial Union to take a picture and receive a Sun Card. Find more information on:
https://cfo.asu.edu/cardservices
ISAAC ACCESS & KEY REQUESTS

Building/Lab Access

- Complete the online ISAAC form for building and laboratory access. Key forms are located in the SEMTE Main Office, Engineering Center G Wing, Room 301.

- Many SEMTE labs and offices are controlled by ISAAC access, which allows for approved faculty, staff, and students to use their Sun Card to enter rooms. The normal turnaround is 24-48 hours.

- If you are having difficulties requesting access, please contact SEMTE Facilities at semte.facilities@asu.edu or at 480-727-9313.
Key Access Request and Return Process
To request a key:
• Complete a Key Action Form. Make sure all information is filled in correctly and approving faculty member signs where indicated and hand deliver the form to the front desk in ECG301.
• Correctly completed forms are generally processed within two working days from the day the request is received. For example, if Key Action Forms are received by Key Control on Monday before 4:30 PM the key(s) will be ready after 10:00 AM on Wednesday of the same week.
• The key holder may pick up the requested keys at the front desk of the Police Administration Building, from 8:00 AM to 4:30 PM, Monday through Friday. Anyone picking up keys must know for whom and for what building the keys have been requested. Authorized pickup persons must also present a valid form of picture identification upon request.
ISAAC ACCESS & KEY REQUESTS

When a key is no longer needed or lost or stolen:
• The key holder is responsible for returning the keys directly to DPS. Keys should not be given to any other individual. Obsolete or unneeded keys must be returned to ASU PD Key Control to clear the account of the person to whom they were assigned. Keys may only be transferred with permission from Katrina Roalson, Manager, Fiscal and Business Services.
• All lost or stolen keys must be reported to ASU Police Department within 24 hours of the discovery of their loss. Please call Key Control at 480.965.6090 to file a loss or theft report during normal working hours. Key holders are responsible for all keys issued to them and will be charged a fine if their keys are lost or stolen.
PAY DATES/PAY CHECKS

• Paydays are bi-weekly (every two weeks) on Friday and direct deposit is highly recommended. You can sign up for direct deposit online through “MyASU” (directions to follow).

• If you do not have direct deposit, regular paychecks can be picked up in the SEMTE main office on payday (ECG Room 301) with proper ID.

• NOTE: Regular paychecks will be held at the front desk for no longer than two weeks and will then be sent back to Human Resources where you can pick them up in person with proper ID.
PAY DATES/PAY CHECKS

• Contact SEMTEHR@asu.edu as soon as possible if you do not receive a paycheck or if your pay is incorrect.

• You can review your pay stubs/statements on MyASU under the My Employment box Payroll link and then click on View Paycheck.

• Link to Academic Pay Schedule is available on MyASU.
HOW TO SET UP DIRECT DEPOSIT

- Click on MYASU & log in.
- Click on payroll, and then direct deposit.
- Input your account information, and click save.
- Frequently Asked questions: DD Enrollment: http://students.asu.edu/faq/233

Please contact Human Resources at 1-855-278-5081 or visit the Human Resources office in person if you have difficulty setting up direct deposit.
HOW TO SET UP DIRECT DEPOSIT
HOW TO SET UP DIRECT DEPOSIT
Select checking or savings for deposit

Enter balance if only one account set up for deposit.
INTERNATIONAL STUDENTS & SOCIAL SECURITY LETTERS

- If you are an International Student and are in need of an employment verification letter for ISSO and/or the Social Security Administration, please submit your request via email to SEMTEHR@asu.edu and we will have the letters typed up for you within three business days.

- We will prepare three letters for you, one for the International office (ISSC), one for the Social Security Administration office and one for your own records.
NEO ORIENTATION / REQUIRED TRAINING

• The following items should be completed within 2 weeks of your hire date. If you have already completed the training in another position, you will not need to review. If Lab Safety training will be required, please see your supervisor.

• As a new employee, you are required to participate in viewing the New Employee Online Orientation. Please follow the link and navigate to the Orientation section: https://cfo.asu.edu/hr-studentonboarding

• Review the Arizona Public Service Policy: http://cfo.asu.edu/hr-publicservicepolicy

• Complete the online ASU Information Security Training (required annually): http://getprotected.asu.edu/Security_Training

• Note: If training is not immediately available, please schedule as soon as possible.
NEO ORIENTATION / REQUIRED TRAINING

• Attend an instructor-led Fire Safety & Prevention Training (refresher required annually): http://cfo.asu.edu/ehs-training

• Complete the online Workplace Behavior Training (required annually): http://training.workplaceanswers.com/pwh/arsu

• If you will be working in a lab, Lab Safety training is required: http://cfo.asu.edu/ehs-training

• Undergraduate students supported on sponsored projects to complete a brief online Responsible Conduct in Research (RCR) overview and to complete a short online quiz: https://researchintegrity.asu.edu/rcr

• Note: If training is not immediately available, please schedule as soon as possible.
ENROLLMENT REQUIREMENTS

Credit Hour Requirement

• This position requires enrollment during the semester(s) of work at Arizona State University (1 credit hour for Hourly positions, or half-time status for Federal Work Study positions). Federal Work Study Positions require maintaining financial aid eligibility (see: http://students.asu.edu/financialaid.).

• If you are an international student, please be sure you are enrolled in enough credits to maintain your student visa status. In most cases, this is at least 9 credits per semester for fall and spring and summer enrollment is not required.

• Student employees who are not carrying at least a half-time course load and work 20 or more hours per week for 20 or more weeks in a fiscal year are required to participate in the mandatory retirement and long-term disability insurance plans and 11.54% of your pay will be deducted for these programs.

• While you are not required to be enrolled in classes over the summer, if you wish to avoid paying FICA taxes you must enroll in at least one credit during session C in the summer or both session A and session B.
LIMITATIONS ON HOURS WORKED

- International Students can work a maximum of 20 hours per week during the academic year to include all positions they are employed in.

- Domestic students are limited to 25 hours or less per week between all positions during the academic year to be in compliance with ASU’s guidelines and rules surrounding the Affordable Care Act. If you go over 25 hours per week, we may be forced to terminate both of your positions.

- During the summer, most students are eligible to work up to 40 hours per week as long as they didn’t exceed 25 hours per week on average during the school year.
INTELLECTUAL PROPERTY

- Please be advised that as an employee of ASU, you will be subject to Arizona Board of Regents Policy 6-908 relating to the ownership of intellectual property [https://azregents.asu.edu/rrc/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf](https://azregents.asu.edu/rrc/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf).

- ASU retains the right to preserve ownership in intellectual property developed by its employees. Employees receive recognition for and share in the revenue of intellectual property with commercial value.

- The Arizona Technology Enterprises (AzTE) ([www.azte.com](http://www.azte.com)) is responsible for the development and commercialization of intellectual property developed by ASU employees. As an employee, you have an obligation to disclose any intellectual property you create to AzTE.
REPORTING HOURS WORKED

Submit hours worked in both Time and Attendance Support (TAS) and PeopleSoft Timesheet

- Go to My ASU and Staff page
- Under My Employment, click on Time
REPORTING HOURS WORKED

Entering Hours

- Report your time in TAS and PeopleSoft each week prior to Thursday noon.
- Be sure to enter hours worked in both systems. Your entries should match in both systems.
- [https://tas.asu.edu/](https://tas.asu.edu/) or My ASU/My Employment/Time/Department Time and Attendance Support
- Enter your ASURITE and password
- Click on the appropriate tab (e.g. Hours Worked - hourly employees) tab:
Entering Hours in TAS

• Enter the actual hours worked for each day worked and not as a total for the pay period.
• If your supervisor requires a description of the work done you may add that in the comments section (i.e. grading for class #)
• Submit Request
REPORTING HOURS WORKED

Entering hours in PeopleSoft
• Click on Time and Leave Reporting to submit hours on PeopleSoft Timesheet
REPORTING HOURS WORKED

Position Selection

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<thead>
<tr>
<th>Position</th>
<th>Hours</th>
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<th>Department</th>
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<tr>
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<td>B1344 Sch Elect Compr &amp; Energy Engr</td>
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<td>Student Worker IV</td>
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<td>10.000000</td>
<td>B1344 Sch Elect Compr &amp; Energy Engr</td>
</tr>
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</table>
REPORTING HOURS WORKED

Enter the number of hours worked for each day and the Time Reporting Code from the drop down box (STH for student hours). Estimate time for the remainder of the week if necessary.
**REPORTING HOURS WORKED**

**DO NOT ENTER “O” PLACEHOLDER**

<table>
<thead>
<tr>
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<th>Status</th>
<th>Total</th>
<th>Time Reporting Code</th>
<th>Comments</th>
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<tbody>
<tr>
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<td>STH</td>
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<td>01/29/2010</td>
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<td>STH</td>
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<td>STH</td>
<td></td>
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</tbody>
</table>

**ALWAYS SELECT “STH”**

Submit/Certify

[Select All]  [Deselect All]  [Approve Selected]  [Deny Selected]
REPORTING HOURS WORKED

Timesheet
Submit Confirmation

The Submit was successful.

Reported Time for the Week of 2011-06-13 to 2011-06-19 is submitted
Hours have been approved by SEMTE DTA.
SUBMITTING HOURS WORKED

Check Your Hours:

• Do your entries in TAS and PeopleSoft match?
  – TIP: Under “My Requests” tab in TAS, click on “time Report” and this will show you what you have entered in both systems.
REPORTING HOURS WORKED

Deadlines:

• The request should be submitted to your supervisor by 12:00pm on Thursday before the end of the pay period. Please note, you may need to submit your hours for approval prior to Thursday if there is a holiday.

• It is your responsibility to have your time approved by your supervisor before 5:00pm on Friday. If we don’t receive the approval by 5:00pm on Friday before the payroll deadline, you will be paid on the following pay date.
REPORTING HOURS WORKED

What if:

• Hours are not entered before pay period ends
  
  – **DO NOT** piggy back hours from a different week/pay period on current week/pay period

  – **DO** submit hours on a paper timesheet with approval. Submit signed timesheet to SEMTEDTA@asu.edu or in person to Gayla at ECG 301.
REPORTING HOURS WORKED

What if:

• Pay period ends, hours are entered online – but not approved

  – DO NOT enter hours a second time

  – DO print out timesheet, obtain approval signature,
    Submit signed timesheet to SEMTEDTA@asu.edu or in person to Gayla at ECG 301.
REPORTING HOURS WORKED

Late Timesheet Submission:

- You will be locked out of PeopleSoft at midnight on the last day of the pay period.

- If this happens, you may submit your hours via a manual timesheet (soon to be located on the SEMTE HR website).

- You will need to get your supervisors signature and bring the timesheet to ECG 301A or email approved timesheet to SEMTEDTA@asu.edu.

- IF YOUR TIME HAS NOT BEEN SUBMITTED AND APPROVED BY FRIDAY AT 5:00PM, YOU MAY NOT BE PAID UNTIL THE FOLLOWING PAY DATE (2 WEEKS LATER).
REPORTING HOURS WORKED

What if:

• Changes are made to approved timesheet after submitted to DTA?
  – Timesheet will be rejected by DTA
  – Print corrected timesheet and obtain supervisor approval signature and resubmit timesheet to DTA
REPORTING HOURS WORKED

Please Do:

• Ask supervisor for designated approver on-campus if they will be out of town.

• Schedule regular appointments for timesheet approvals.

• Post list of timesheet due dates for easy reference: Academic Pay Schedule

• Plan ahead to submit timesheet on-time.
SUBMITTING HOURS WORKED

Consider the following:

• Do the hours entered equal your scheduled hours per week?
• You will need prior approval to work above your weekly approved/scheduled hours (Graders need approval from both supervisor and Katrina Roalson).
• If you have more than one hourly job, did you enter correct hours on correct record?
• Was your time entered before the deadline?
• Did your supervisor approve your hours before the deadline?
  – By clicking on “Approved Requests” you can check when your supervisor approved your time.
SUBMITTING HOURS WORKED

Other Information on submitting hours:

• TAS will generate emails to you whenever your supervisor approves or makes any changes to your entries.
• If your request is shown as “submitted” rather than “approved”, it means that your supervisor has yet to approve your time.
• You can make changes to your requests anytime before it is approved.
• Your supervisor or DTA can make entries or corrections on your behalf.
• TAS will remind you via email to enter your time before the deadline. Do not turn off reminders in “options”.

ASU IRA A. FULTON SCHOOLS OF ENGINEERING
ARIZONA STATE UNIVERSITY

SEMTE SCHOOL FOR ENGINEERING OF MATTER, TRANSPORT & ENERGY
SUBMITTING HOURS WORKED

For Questions on submitting hours worked:

• Contact SEMTE HR at: semtedta@asu.edu
• You may also contact us individually, however, be sure to copy semtedta@asu.edu on all inquiries.
• Jessica Jensen – Department Time Administrator (DTA)
  – E-mail: jessi.jensen@asu.edu
  – Phone: 480-727-9826
• Gayla Ruark – Back Up DTA
  – E-mail: gayla.ruark@asu.edu
  – Phone: 480-965-3095

A courtesy email reminder will be sent out before each due date to your ASU Outlook email account. Due dates may change if the pay period includes a holiday.
LEAVING ASU

• If you will be resigning or leaving your position, please let your supervisor and HR know as soon as possible.

• Domestic students that are graduating can work up to two weeks past their graduation date.
LEAVING ASU

- International students who are graduating are not able to work past their completion date unless OPT is approved.

- The completion date is typically defined as the date when all revisions are completed for their defense for graduate students, although this can also be the last day of the semester if course requirements are still to be completed. For undergraduate students, the completion date is typically the last day of the semester.

- If you plan to stay in the US to work after graduation, please be sure to check with an International Scholar Advisor at ISSC regarding the Optional Practical Training (OPT) process and application. [https://students.asu.edu/international/support/opt](https://students.asu.edu/international/support/opt)

- If you have applied for OPT and it is approved and you have received your EAD card, you can work through end of the semester in a student position. Please see the Student Employment website for more information about end dates for students and student rights and responsibilities: [https://students.asu.edu/employment](https://students.asu.edu/employment)
PLEASE REMEMBER

• Your ASU Outlook Exchange email account (not ASU Gmail) is the official email address for ASU correspondence and how we will be contacting you – please be sure to check your email!

• You can forward your ASU Outlook email to your ASU Gmail account or a personal email account:
PLEASE REMEMBER

• Please contact us any questions at SEMTEHR@asu.edu or come to the Business Office at ECG301 with HR or payroll related questions.

• Please see the SEMTE Business Services website for more information: http://engineering.asu.edu/semte/services.html
Do you have any questions?
Thank you for your time and welcome to SEMTE!