Student Employee Time Reporting Guide

Table of Contents

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Student Payroll Team

Veronica Nolasco:
Student Employment Analyst
vtnolasco@cpp.edu

Carlie Zamora:
Student Payroll Technician
carliezamora@cpp.edu

Lindsay Roussopulos:
Director, Payroll and Benefit Services

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Overview

- Student employees will enter hours worked using the online self-service tool on each day worked. Student employees also have the ability to print their timesheets online.

- Student employees will have 2 days after the close of pay period to make any changes to reported time.

- Departments will have 5 days after the close of pay period to review and approve time.

- Student Payroll Coordinators/Timekeepers will need to review hours submitted at least once per week for discrepancies - e.g., missed punches, exceptions.

- Approvers will authorize hours worked online for each student employee.

- Students with multiple jobs (i.e., different departments or rates of pay) will need to ensure they select the correct record when reporting hours worked.

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Student Employee Responsibilities

Enter your hours worked daily

- Future entry of time worked is not permitted
- Make sure you have selected the correct department and job
- Record number will indicate a new position
- Federal work study will have their own record number
- Each department may have their own record number

Review your time no later than 2nd day after the close of the pay period

- To confirm accuracy of hours reported
- You will not be permitted to enter corrections beyond the 2nd day after the close of the pay period
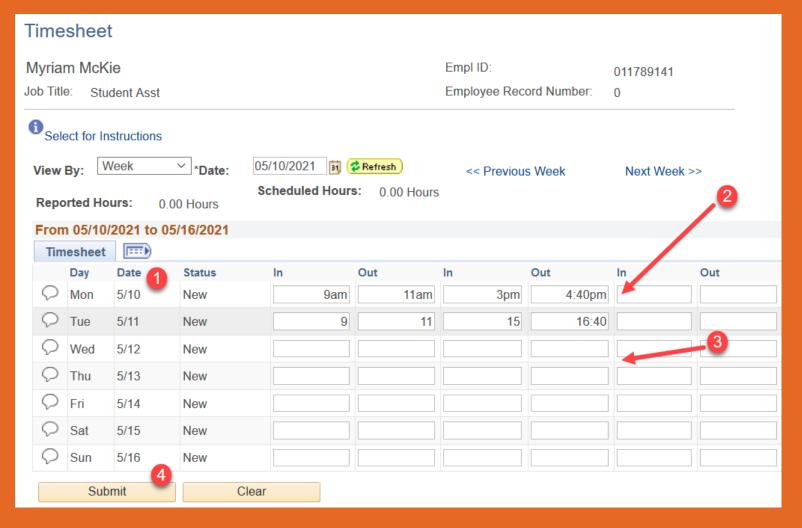
Late reporting should be avoided and may cause:

- Delay in payments
- Salary overpayments
- Manual adjustments
- Potential penalties

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Student Online Timesheet

Main Menu →BroncoDirect →Student Self Services →Timesheet

1. Find the appropriate date you want to report time for

2. Enter time In and time Out using 12-hour time convention (AM/PM) or 24-hour format (also known as military time)

3. Repeat previous steps until all time is recorded for the pay period

4. Click Submit to report hours

PLEASE NOTE: Future time entries must be avoided

Example of Record Number

PLEASE NOTE: If you hold multiple jobs with the same name and department number, the only way to differentiate the jobs is to look at the record number. If you are not sure what record number to report time in, please reach out to your department's timekeeper/coordinator.
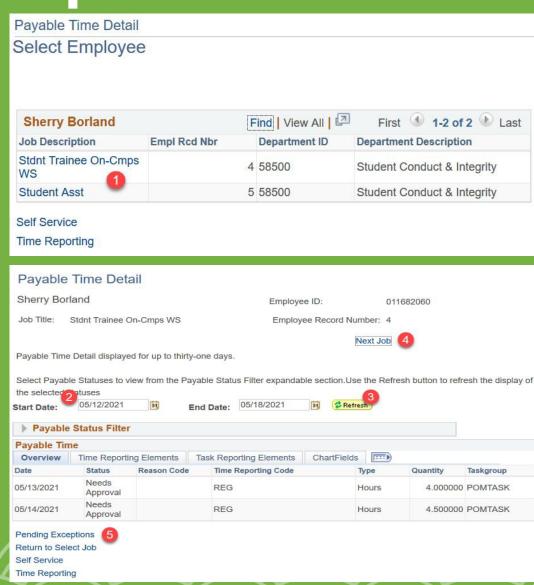
Report Time

Timesheet

ⓘ View Instructions

Sherry Borland Personalize | Find | 🗗 First ◄ 1-2 of 2 ► Last

Name	Empl Rcd Nbr	Department	Department Description
Stdnt Trainee On-Cmps WS	4	58500	Student Conduct & Integrity
Student Asst	5	58500	Student Conduct & Integrity

Self Service

Time Reporting

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Reviewing Time Reported

Payable Time Details

Main Menu>BroncoDirect>Student Self Services>Payable Time Detail

1. Select applicable job

2. Payable time details will populate for the current week

3. You can change date range and click refresh

4. Navigate to the next job, if applicable

5. Click on Pending Exceptions to view any existing discrepancies

Exceptions and Corrections

- An exception is generated when time reported does not comply with the established time administration rules

- Exceptions with high severity will not move forward into Payable Time until corrected

- Exceptions with medium severity can move forward without being resolved, so it is important to review and address accordingly

- If exception is due to a keying error, the reported time may be corrected in Timesheet by either the student employee or the department

- The exception will clear once Time Administration process runs

- Time Administration runs six times a day at 7am, 10am, 12pm, 2pm, 4pm and 5:30pm

- If exception is allowable, timekeeper/coordinator will work with Payroll Services to clear.

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Making Corrections

Main Menu>BroncoDirect>Student Self Services>Timesheet

Missed the Deadlines?
What should you do?

COMMUNICATE
If it has been discovered that an adjustment is required to your time after the pay period has finalized, communicate with your depargment to submit an Adjustment form to Payroll Services.

SUBMIT
Once the Adjustment form is completed and signed by the Heera manager, the department will submit to Payroll Services via smartsheet link. **Adjustment forms must be submitted by the department.**

PROCESS
Payroll Services will make the necessary adjustments to either issue additional pay or establish an accounts receivable for overpayments.

Student Adjustment Form Request

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Federal Work Study (Off Campus Only)

1. Enter your time in Timesheet

2. Confirm your reported time is correct by the 2nd day after the close of the pay period

3. Print your Timesheet and sign it

4. Submit to your off-campus manager

5. Off-campus manager will submit your Timesheet to Financial Aid department for review

6. Financial Aid department will review reported time by running audit reports and checking exceptions

7. Financial Aid department will approve payable time in Peoplesoft by the 5th day after the close of the pay period

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Federal Work Study (Off Campus Only)

End of Employment

- Notify your supervisor or manager when you intend to end your employment with the university

- It is recommended and considered best practice to provide your employer at least 2 weeks notice of your intent to separate from the university

- Upon separation and provided the proper notice was given, you will receive your paycheck on your last day of work

- For student employees with appointments that end and are not renewed for the next term, final pay is processed with the normal cycle

- **End of Employment Servicenow ticket must be submitted by Heera manager.**

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Reminders

- Student Assistants may work up to, but not in excess of, 20 hours per week during Academic periods and may work up to 40 hours per week during Academic break periods

- As a Bridge student assistant, you are responsible for paying Medicare taxes (1.45%) and PST (7.5%) of gross wages. PST-Part-time, Seasonal and Temporary Employees Retirement System.

- Rest "break" periods: A 15-minute break is offered for every four hours worked. The break should be taken in the middle of the four-hour work period.

- Meal "lunch" periods: Employees will be scheduled to take a minimum 30-minute lunch break when working more than a five-hour shift. The lunch break should be taken in the middle of the work shift or begin no later than the end of the fifth hour of work.

- Immediately change your address when you move by accessing your Student Center.

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Resources

Student Employee Time Reporting Website

2025 Student Assistant Pay Schedule

Cal Employee Connect

To view your paycheck stubs, W-2's, enroll or change your direct deposit, please register or log into Cal Employee Connect.

Payroll Contact List

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