

**Visit the HR office online at
www.smcvt.edu/humanresources**

Human Resource Request's For Payment are due on Tuesday's! If you are submitting more than 5 RFP's, they are due one week before the period end to allow sufficient time for processing.

All other non-timesheet paperwork to be processed in the bi-weekly payroll period ending every other **Saturday, according to the published schedule, is due in the Human Resources office by noon on the **Wednesday** before the period end. This includes:**

- New Hire paperwork including I-9's –

ALL STUDENTS AND EMPLOYEES WHO HAVE NOT WORKED FOR SAINT MICHAEL'S BEFORE OR ARE BEING REHIRED MAY NOT WORK UNTIL THEY HAVE COMPLETED FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION THROUGH WHICH WE ARE MANDATED BY HOMELAND SECURITY TO VERIFY AN INDIVIDUALS ABILITY TO BE EMPLOYED IN THE UNITED STATES!!!

Avoid embarrassment!!! Please remind all new hires to arrive on their first day of work with the proper documentation to complete their I-9.

- 030 Non-Work Study Student Authorizations These are for SMC enrolled students only! 030 is NOT for temporary workers or students that are not enrolled at Saint Michael's. Please complete New Hire paperwork for temporary workers and use the Temporary Timesheet under Payroll Forms on the HR Forms page to record their hours.

SMC students must have a new 030 Authorizations each fall that will be effective until the end of the AY. New 030 Authorizations are also required each summer that are effective until the end of the summer session.

- Human Resource Request For Payment (Stipends) are due on Tuesday before period end for up to 5 requests or one week before period end if submitting requests for more than 5 employees – IMPORTANT INFORMATION REQUIRED - **Please use the new form on the HR forms page. Complete all information including the number of hours worked to generate this payment in the right hand column of the form, TOTAL HOURS WORKED.**

**-Direct Deposit requests (requires one full pay cycle lead time before deposit will be active)
PLAN FOR HOLIDAYS AND BREAKS AND SIGN UP TODAY!!!**

-W-4 tax changes ([W-4 on HR forms page](#))

-Benefit/Deduction changes

-Elective deferral changes by 4:00pm on Wednesday through <https://www.millimanbenefits.com/>

-Rate changes

-Any other non-timesheet paperwork that will be effective with this payroll cycle

Bi-weekly timesheets are due every other Monday according to the published payroll schedule.

Timesheets for **work study students** must be checked to make sure the name of the student, department and Knight Card ID are legible, actual dates of service, IN/OUT times and lunch/dinner breaks are indicated, the timesheet is accurately totaled and the timesheet is signed by the student and supervisor. **Work study timesheets are due in the Financial Aid office by 10:00am Monday morning.** The blue work study timesheets are available in the Financial Aid office.

Timesheets for **regular hourly, temporary and non-work study students** must be in the **Human Resources office by 12:00 pm (noon) on Monday.** If you need forms, check www.smcvt.edu/humanresources. Forms are also available in the Human Resources office. Please call 654-2533 with questions.

Use the code “H” on your timesheet for holiday time off and the number of hours you are regularly scheduled to work that day.

Use the code “R” if you are required to work on a holiday.

Thanks!

The Human Resources office has a lock box outside our main door that makes it possible to drop off paperwork outside of normal business hours.

Visit the HR office online for a schedule of 2011 Payroll Dates
www.smcvt.edu/humanresources