

Student Employment Summer Information

The academic year is winding down and many of our student employees may be leaving our employment for one reason or another. Please click on this link to review final pay procedures: [Separating Employees](#)

Work Study Students

All work study positions will end on June 15th to coincide with the end of the award year. Student hours worked from June 16th through June 30th are part of the payroll period ending July 15th and therefore a part of the next fiscal year.

If your work study student will continue to work after June 15th then you will need to activate a position for them in one of the following ways:

1. If they have received a Financial Aid work study award for the next award year, then you can re-start them as a work study student employee. Use the EPAF process to re-hire the employee on the work study position after June 16th, or...
 2. You can start them on a Regular Wage student position via the EPAF process (www.banweb.pdx.edu).
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Overcap Approvals

The current student pay rate cap is \$12.50 per hour. When a department needs to pay over this limit an over cap approval form is required by the Office of Academic Affairs. All over cap approvals expire at the end of every fiscal year on June 15th. If your student will continue at a wage over the \$12.50 per hour limit, a new approval form will need to be submitted to Human Resources by June 10th.

Access the Over Cap Approval Form [here](#).

Fiscal Year End Processing

All hiring information, Letters of Offer, LDF's, Leave Rosters and salaried time sheets must be submitted to the Office of Human Resources by 5:00 pm June 10th.

Web time sheet approvals and hourly time sheets must be submitted to the Office of Human Resources no later than 5:00 pm June 16th.

If you have questions about these or any other payroll issues, please do not hesitate to ask! General questions may be sent to askhrc@pdx.edu and will be routed to the proper person to respond.