

Academic Year 2014-2015 Schedule for Graduate Financial Aid Stipend Awards with Work Requirement Based on Biweekly Payments

Payment Guidelines for Departments and Students

General Information:

- All Graduate Financial Aid recipients with a work requirement will receive bi-weekly payments as noted below. Each semester, students will receive 8 payments.

Fall Semester	Spring Semester
September 12, 2014	January 30, 2015
September 26, 2014	February 13, 2015
October 10, 2014	February 27, 2015
October 24, 2014	March 13, 2015
November 7, 2014	March 27, 2015
November 21, 2014	April 10, 2015
December 5, 2014	April 24, 2015
December 19, 2014	May 8, 2015

- The sooner we can obtain the e-actions and any required forms from the student will allow for an accurate and timely payment. Please see the due date chart below.

Departmental Information:

- Departments must submit e-actions for payments each semester per the schedule outlined below.
- Restricted Graduate Student awards with working components should be submitted on an e-action and forwarded for the appropriate approvals. Please do not submit this award type on the GATR form.
- Revised Stipend e-actions should be submitted for any student whose stipend needs to be adjusted due to their stopping work or other circumstances. Departments are responsible for collecting any overpayments from a student in the event HR and Payroll has not been appropriately notified in time to stop an incorrect payment.

Students:

- Students must complete an I-9 within three days of when they start to work. If a student fails to complete their I-9 form by the time payroll is generated, then a check will be held at the Human Resources/Payroll office until the student completes their I-9. Students will be required to come to HR to complete their I-9 and receive their pay.
- Complete a Pay Selection Form noting what their pay preference will be. Those students who do not sign up for direct deposit will receive their pay on a Money Network Pay Card. Students must sign up for direct deposit by August 29, 2014 in order to have their first payment by direct deposit.
- Complete federal and state tax withholding forms. If we do not receive a federal and state withholding tax forms we will be required to withhold taxes at the highest rate available. Refunds for taxes withheld will not be given.
- New foreign national graduate students are advised to sign up for group orientation sessions. Foreign national group orientation sessions will be held in Hurst Computer Lab between

August 18, 2014 and August 22, 2014. Foreign national appointment calendar is available on the portal under Personalized links; Work@AU - Foreign National Appointment Schedule. Returning students are advised to update their tax forms through GLACIER, update their direct deposit information on the portal if needed, or schedule individual appointment with a foreign national specialist in HR/Payroll office.

- *New feature:* Students are encouraged to provide Payroll with W-2 electronic consent for online W-2 printing. This link is available on the portal under: Personalized links; Work@AU- W-2 Electronic Consent - OPT-IN option - W-2 Statements.
- Notify their department immediately if withdrawing from award.

Below is the schedule of processing, e-action and paperwork due dates. To produce accurate and timely payments to our students we ask that these dates be followed.

Fall 2014 Semester

STEPS	Assigned To	Notes / Remarks	Last Date to be Received
E-actions entered for New and Returning Students	Departments		08/27/14 (Wednesday)
Complete required paperwork	Students	I-9 Forms Federal and State tax forms, Pay Selection Form, Direct Deposit request.	I-9 forms completed within 3 rd day of work start date 08/28/14 or sooner (Thursday)
Biweekly 1 st Test Run	Payroll		09/04/14 (Thursday)
Biweekly Payroll completed	Payroll		09/10/14 (Wednesday)
Pay Date	Payroll		09/12/14 (Friday)

Spring 2015 Semester

STEPS	Assigned To	Notes / Remarks	Last Date to be Received
E-actions entered for New and Returning Students	Departments		01/12/15 (Monday)
Complete required paperwork	Students	I-9 Forms Federal and State tax forms, Pay Selection Form, Direct Deposit request.	I-9 forms completed within 3 rd day of work start date 01/15/15 or sooner (Thursday)
Biweekly 1 st Test Run	Payroll		01/22/15 (Thursday)
Biweekly Payroll completed	Payroll		01/28/15 (Wednesday)
Pay Date	Payroll		01/30/15 (Friday)