



APPALACHIAN STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

**Chemistry and  
Fermentation Sciences**



# Getting started with Student Employment

# Hello!



Welcome to the Department of Chemistry and Fermentation Sciences! We're happy to have you with us as a student employee. Before you can begin work, there are a few things we need to go over so that your experience is as smooth as possible.

1

Work Authorization

2

Submitting Timesheets

# Work Authorization

You must complete this form each semester.

**Appalachian State University**  
**Student Temporary Employment Authorization – HOURLY WAGE**  
*Please submit completed form to the Office of Student Employment for approval. All fields are required for submission.*

Student Name (last, first) \_\_\_\_\_ Banner ID \_\_\_\_\_  
Permanent Address \_\_\_\_\_ AppState Email \_\_\_\_\_  
(city, state, zip code) \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Wage \$ \_\_\_\_\_  
Employing Department \_\_\_\_\_  
Beginning date of Employment \_\_\_\_\_ Ending Date of Employment \_\_\_\_\_  
Budget Information (FOAP Code) --- all fields required  
Fund \_\_\_\_\_ Org \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_  
Time Sheet Org \_\_\_\_\_

- 1) Before reporting to work, all participants must have on file a Student Employment Authorization, the NC-4(EZ) and W-4 tax forms, and an i-9 form with printed confirmation of E-verify with either Appalachian State's Office of Student Employment or Office of Human Resources
- 2) Student temporary employees are under the immediate supervision of the person(s) in charge of their areas of assignment
- 3) Payrolls are due in the Controller's Office by the published payroll deadlines. All authorizations not properly submitted will be returned to the department.
- 4) Payroll checks will be issued on or before the 15<sup>th</sup> and the last working day of the month. If you owe Appalachian, it is subject to be deducted from the your paycheck. All student temporary employees are required to enroll in direct deposit via "Employee" tab of AppalNet.
- 5) Your employment as a student temporary employee is "at will". That is, just as you may resign from your employment with Appalachian at any time and for any reason, Appalachian may terminate your employment at any time and for any lawful reason.
- 6) Your employment in this position is contingent upon the continued availability of funds supporting this position.

The following statement must be completed for all individuals:  
**Statement of Selective Service Registration Compliance**

I certify that I am registered with Selective Service  
 I certify that I am not required to be registered with selective service because  
 I am female  
 I am in the armed services on active duty (note: members of the Reserves & National Guard are not considered on active duty)  
 I have not reached my 18<sup>th</sup> birthday  
 I was born before 1960  
 I am a permanent resident of the Trust Territory of the Pacific Islands (Palau) or Northern Mariana Islands  
 I am a nonimmigrant alien

Statement: I understand I am not covered by unemployment insurance and I have read and understood the above statements.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Supervisor Email \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Disclosure of employees' social security number is mandatory. Appalachian State University is authorized or required by federal law (including 26 U.S.C. 6011 and 26 U.S.C. 6051) to obtain your social security number for employment and tax purposes. The university will use your social security number to comply with federal employment tax laws and regulations.

<b>For Office of Student Employment Use Only:</b> <input type="checkbox"/> EPAF <input type="checkbox"/> TCP <input type="checkbox"/> WS Overage	<b>For Payroll Department Use Only:</b>
---	---

1

Obtain the **Student Temporary Employment Authorization form** from Alicia Roberts in Garwood Hall 417 and complete the information highlighted in **yellow** (orange will be completed by Alicia and your supervisor).

3

Submit your **Work Authorization Slip** (for first-time workers) or your **Student Temporary Employment Authorization form** (for re-authorization) to Alicia Roberts.

2

If this is your first campus job, take the form to the **Career Development Center (PSU 222)**. Read the included instructions carefully and also bring your ID document(s). You will receive a **Work Authorization Slip**.

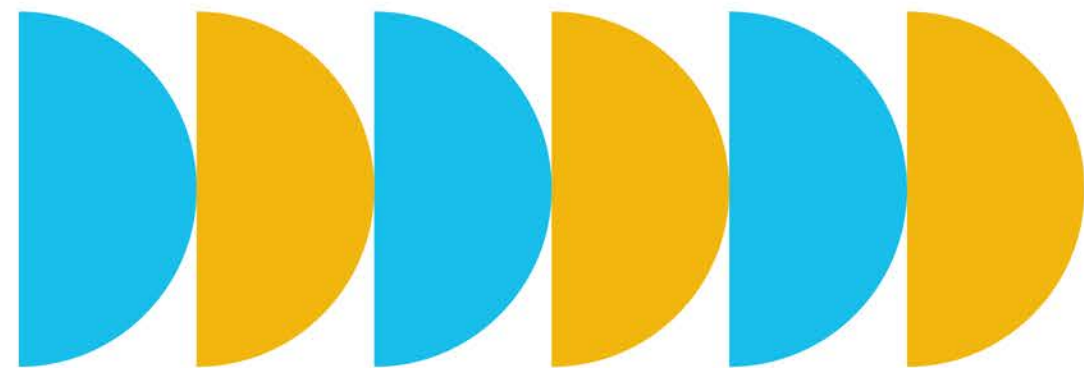
4

You and your supervisor will receive an **email** confirming that you are authorized. For insurance purposes, **you may not perform any work until you have received this email** and completed the required safety training.

# Submitting Timesheets

## Hours Worked

First, keep a **daily record** of the dates and time periods that you worked. We recommend using a planner/journal or your phone/tablet. That way you can **verify your hours** if there are questions later.



## We need 2 timesheets:

1. **Online** (via AppalNet)
2. **Paper** (available in GWH 417)

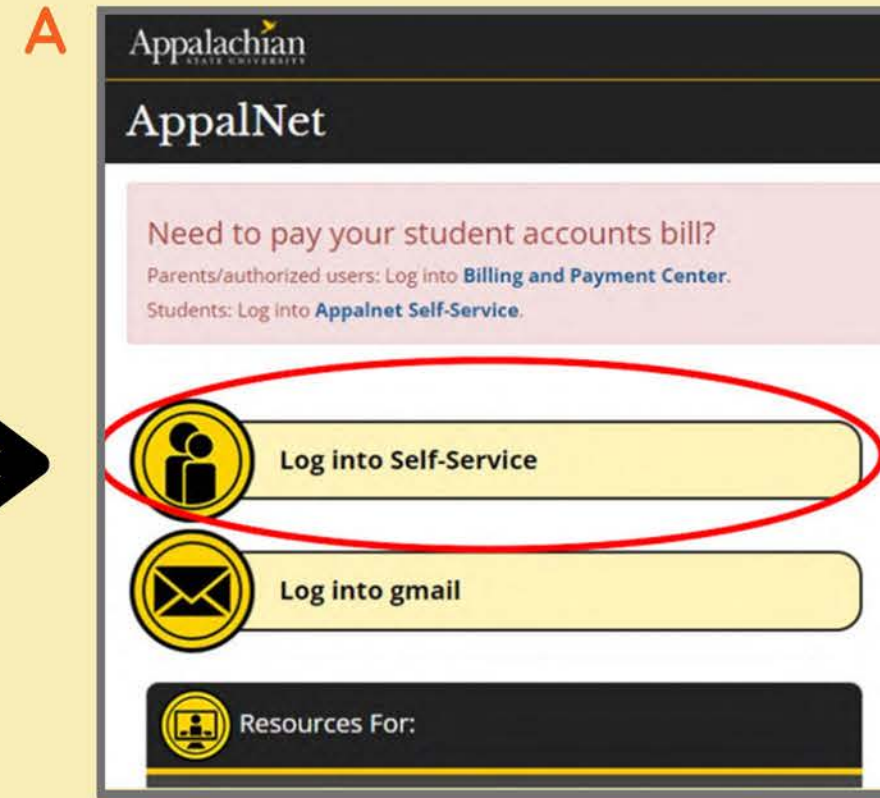
# Online Timesheet

Submit before 12:00 noon on due date

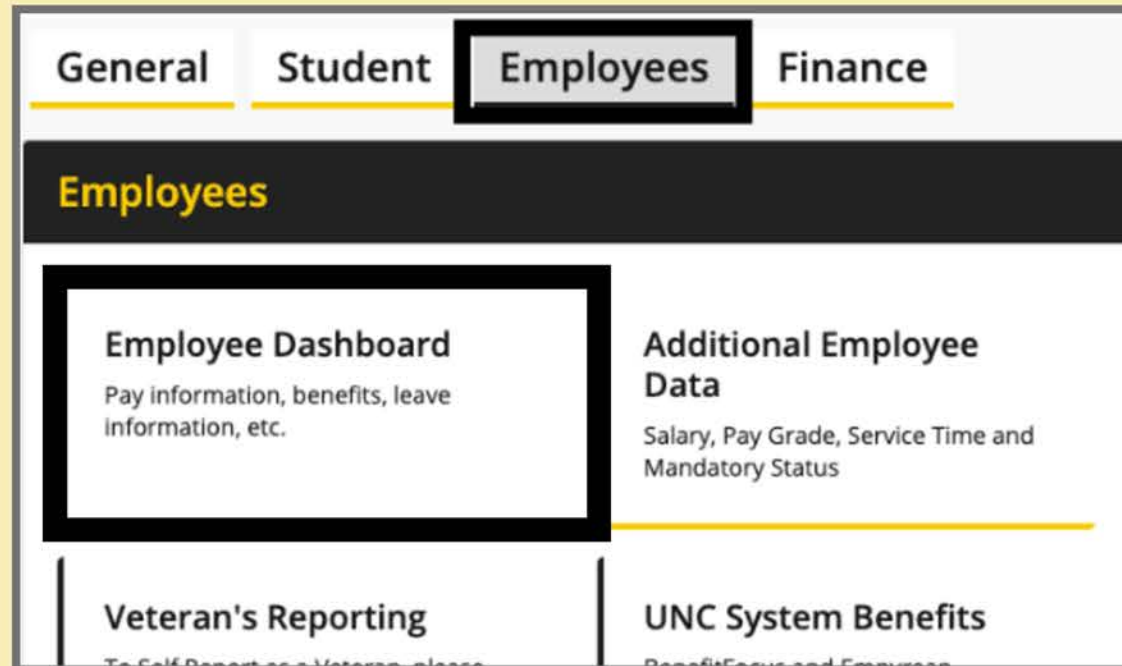
[appalnet.appstate.edu](http://appalnet.appstate.edu)

1

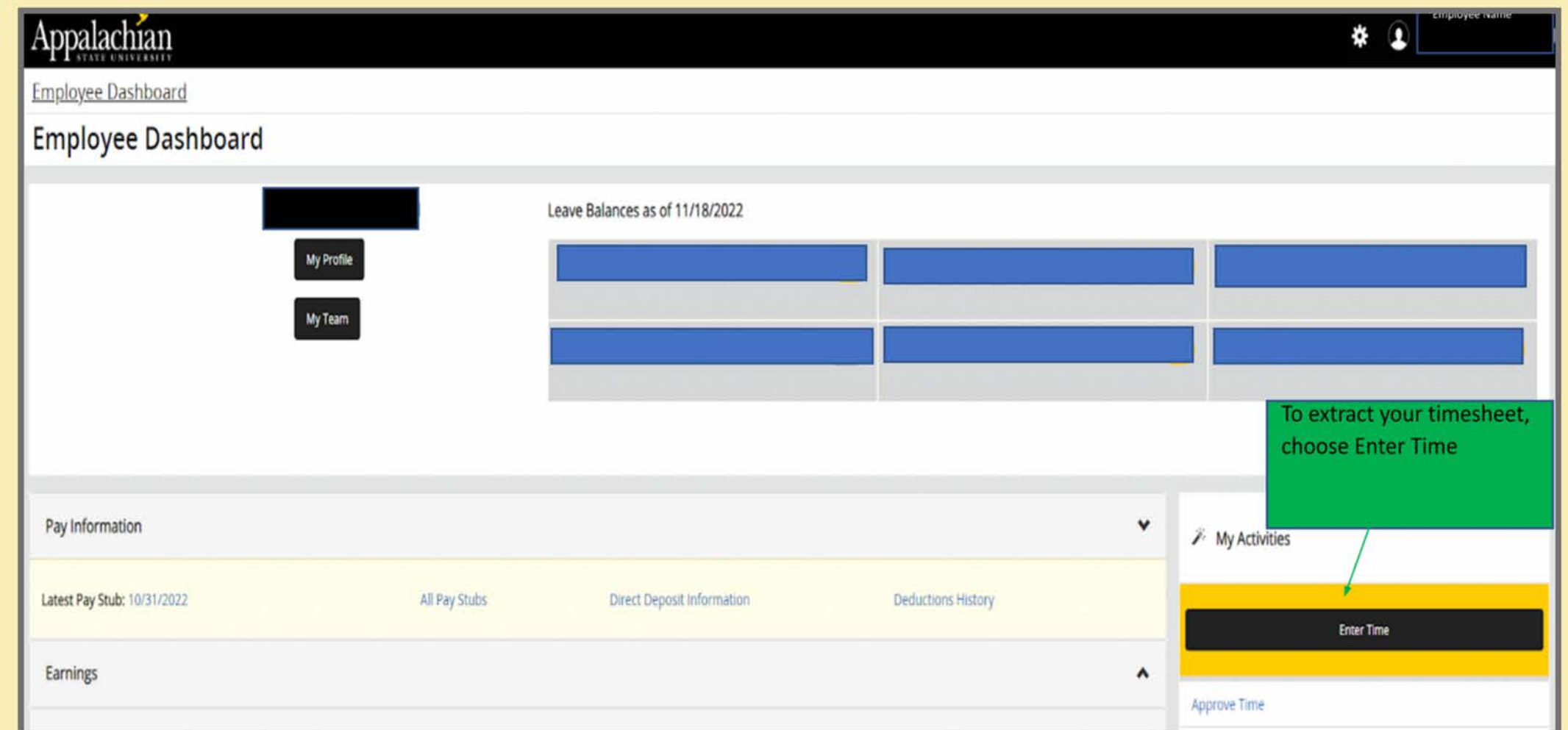
Log in to your **AppalNet** (Self-Service) account. Click on the **Employees** tab at the top, then click **Employee Dashboard** in the middle of the page. Click the **Enter Time** button on the right side of the dashboard.



B



C



Source:

<https://confluence.appstate.edu/pages/viewpage.action?pageId=231604349>

**A**

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Please look for the position that you need to enter time for here.

Pay Period

Accountant, 000381-00, A, 41510P, WTE Controller-Payroll

11/16/2022 - 12/15/2022 Not Started Start Timesheet

ST Concessions Worker, U38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000

11/16/2022 - 11/30/2022 Not Started Start Timesheet

Prior Periods

The pay period that you are entering time for will be listed here.

If you do not see the pay period you need please choose "Prior Periods" for more options

**B**

Employee Dashboard • Timesheet • ST Concessions Worker, U38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000

ST Concessions Worker, U38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000

11/16/2022 - 11/30/2022 In Progress Submit By 12/01/2022, 12:00 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

13 14 15 16 17 18 19

Add Earn Code

Earn Code Hours\*

Student Regular Hours

When you are ready to begin time entry choose the correct earn code from the drop-down menu here. Please see below for a list of Earn Codes.

Please note that you will need to choose the appropriate Earn Code for your employee class. A list is provided below. If you are unsure of your employee class you can ask your supervisor or department admin.

- Student—Choose Student Regular Hours
- Graduate Assistant—Choose Student Regular Hours
- Non-Student Temporary—Choose Non Student Regular Hours
- Work Study—Choose Work Study Regular Hours

**C**

Employee Dashboard • Timesheet • ST Concessions Worker, U38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000

ST Concessions Worker, U38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000

11/16/2022 - 11/30/2022 In Progress Submit By 12/01/2022, 12:00 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

13 14 15 16 17 18 19

Add Earn Code

Earn Code Hours\*

Student Regular Hours

You will need to choose the correct earn code for each day you enter time on. Choose the earn code and then enter the number of hours worked each day here.

Select save after each time entry here. If you do not save it will not allow you to enter time on next working day.

Exit Page Cancel Save Preview

**2**

Select correct position and enter total hours for each day worked. Make sure to use the appropriate **Earn Code**. **Save after each entry** to continue with the next day's entry.

A

Appalachian STATE UNIVERSITY

Employee Dashboard » Timesheet » ST Concessions Worker, U38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000

Timesheet data successfully saved.

ST Concessions Worker, U38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000

11/16/2022 - 11/30/2022 29.00 Hours In Progress Submit By 12/01/2022, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 3.00 Hours	29	30 2.00 Hours	1	2	3

Add Earn Code

Student Regular Hours 3.00 Hours

Total: 3.00 Hours Account Distribution

Once you have completed your timesheet for all time worked during the pay period. Please choose "Preview". Preview will allow you to see all hours as recorded on your timesheet.

Exit Page Cancel Save Preview

3

Once you have entered all hours for the two-week pay period, click **Preview** at the bottom. Look over all earn codes and hours carefully. Also **verify** that these hours reflect what you actually worked on these days. **Fraudulent timekeeping is a federal offense!**

B

Pay Period: 11/16/2022 - 11/30/2022 29.00 Hours In Progress Submit By 12/01/2022, 12:00 PM

38060-00, A, 12000S, WTE-Athletics Support, Rate: \$15.000000 Preview

5.000000

**Time Entry Detail**

Date	Earn Code	Shift	Total
11/18/2022	XSR, Student Regular Hours	1	8.00 Hours
11/22/2022	XSR, Student Regular Hours	1	4.00 Hours
11/24/2022	XSR, Student Regular Hours	1	4.00 Hours
11/26/2022	XSR, Student Regular Hours	1	8.00 Hours
11/28/2022	XSR, Student Regular Hours	1	3.00 Hours
11/30/2022	XSR, Student Regular Hours	1	2.00 Hours

**Summary**

Earn Code	Shift	Week 1	Week 2	Week 3	Total
XSR, Student Regular Hours	1	8.00	16.00	5.00	29.00 Hours
<b>Total Hours</b>		8.00	16.00	5.00	

**Routing and Status**

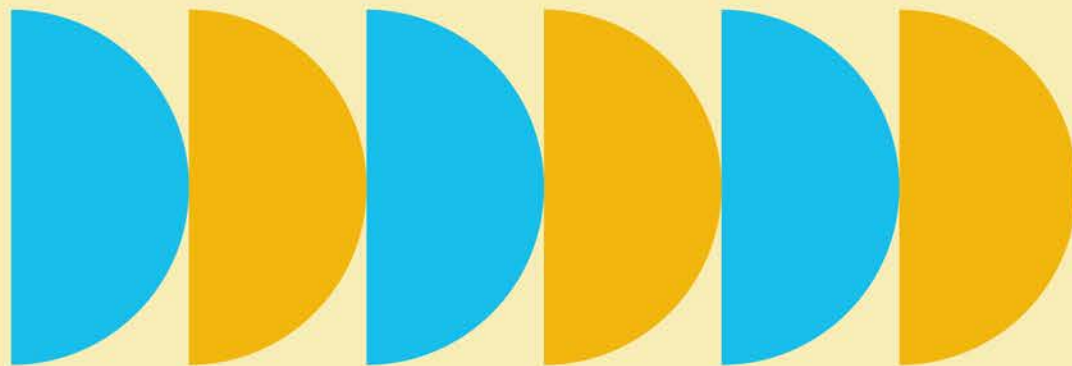
Name	Action	Date & Time
Cornell, Lori A.	Originated	11/18/2022, 12:05 PM
Reeder, Jonathan B.	In the Queue	

Comment (Optional):

Add Comment

Return Submit

This is the preview page. Please check the hours as recorded to ensure all hours are entered correctly. If you need to make changes please choose "Return" below. This will take you back to the timesheet and you can make corrections as needed.



# 4

If everything is correct, click **Submit**. Be sure to do so before the **12:00 noon deadline** on the due date. You will receive a **reminder email** each period to inform you of the due date.

The screenshot displays the 'Appalachian STATE UNIVERSITY' logo at the top left. The breadcrumb trail reads: 'Employee Dashboard > Timesheet > ST Concessions Worker, U38060-00, A, 120005, WTE-Athletics Support, Rate: \$15.000000 > Preview'. A green notification banner at the top right states 'Timesheet successfully submitted.' with a green checkmark icon. Below this is the 'Timesheet Detail Summary' section, which includes the employee name, pay period (11/16/2022 - 11/30/2022), total hours (29.00), and a 'Submit By' date of 12/01/2022 at 12:00 PM. The 'Time Entry Detail' table lists dates from 11/18/2022 to 11/30/2022 with corresponding hours. A 'Summary' table shows weekly and total hours for 'XSR, Student Regular Hours'. The 'Routing and Status' section shows the timesheet was originated by Lori A. Cornell on 11/18/2022 and is currently 'In the Queue' for Jonathan B. Reeder. At the bottom, there is a 'Return' button and a blue 'Submit' button. Two green callout boxes provide instructions: one points to the notification message, and another points to the 'Submit' button.

Date	Earn Code	Shift	Total
11/18/2022	XSR, Student Regular Hours	1	8.00 Hours
11/22/2022	XSR, Student Regular Hours	1	4.00 Hours
11/24/2022	XSR, Student Regular Hours	1	4.00 Hours
11/26/2022	XSR, Student Regular Hours	1	8.00 Hours
11/28/2022	XSR, Student Regular Hours	1	3.00 Hours
11/30/2022	XSR, Student Regular Hours	1	2.00 Hours

Earn Code	Shift	Week 1	Week 2	Week 3	Total
XSR, Student Regular Hours	1	8.00	16.00	5.00	29.00 Hours
Total Hours		8.00	16.00	5.00	

Name	Action	Date & Time
Cornell, Lori A.	Originated	11/18/2022, 12:05 PM
Reeder, Jonathan B.	In the Queue	

When your timesheet has been successfully submitted you will see this message.

When your timesheet is completed and has been checked for accuracy, you will need to choose "Submit". This will submit your timesheet to the Approver for approval

**Helpful tip:**  
We recommend entering your time **daily** (or at least 2-3 times per week) to avoid any last-minute errors. However, **do not click Submit** until all hours are entered for the pay period.



# Paper Timesheet

Submit before 12:00 noon on due date

Timesheet will not be processed if the highlighted information is not completed.

will be 15<sup>th</sup> or last day of month

Appalachian State University  
SM HOURLY WAGE EMPLOYEE TIME RECORD

Please complete this form in its entirety before submitting to Time Originator

Pay Period Ended: mm/dd/yyyy Scheduled Pay Date: mm/dd/yyyy

Department Name & Timesheet Organization Number: Chem + Ferm 250150 Position #: listed in AppalNet

Budget Code: Fund \_\_\_\_\_ Org \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

Employee Type:  S = Student Temporary/Graduate Assistant  W = Student - Work Study  T = Non-Student Temporary

Use the letter representing the employee type in the blank of the earn code. (Please see above)

Employee's Banner ID: \_\_\_\_\_

Employee's Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Suffix \_\_\_\_\_

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	OR	Sub Total
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Earn Code																	
X_R																	0.00
X_H																	0.00
X_O																	0.00
TRG																	0.00
																	0.00
Total Hours																	0.00

This record must be kept by all Departments and is subject to audit by the Payroll Department, University, State and Federal Auditors. Retain for 2 years then transfer to University Archives for Retention.

Please put total here, and verify it matches your hours on AppalNet.


I certify that the above Account No., Hourly Rate, and Hours Data are correct to the best of my knowledge.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

If your supervisor is unable to sign, please ask them to email Dr. Cecile (cecilejp).

Department Head/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Earn Codes  
X\_R = 100% of all regular hours worked not greater than 40. Per ASU workweek. (Monday 12 am thru Sunday midnight). Including hours worked on a University recognized holiday.  
X\_H = All hours worked on a University recognized holiday to receive premium pay.  
X\_O = All overtime hours worked over 40 in an ASU workweek (Monday 12 am thru Sunday midnight).  
TRG = Telework Regular Hours  
EXW = Emergency Mandatory Work



Scan here to download a blank timesheet

1

Obtain a **paper timesheet** from Garwood Hall 417 (beside water cooler or on bulletin board outside door) or the PDF version using the QR code on this slide. Complete the information as shown here.

3

You and your supervisor need to **sign** at the bottom. If you are unable to get their signature, email Dr. Jennifer Cecile (cecilejp) for approval.

2

Make sure your total hours match what you entered on AppalNet. If they do not, your pay may be delayed. Also make sure the hours are what you actually worked. **Fraudulent timekeeping is a federal offense!**

4

**Submit** in person (folder is beside the water cooler in GWH 417). If the office is closed, please slide it under the door. You may also **email** it to Megan Hutton (huttonmd).

# Late Timesheets

It is **extremely important** that you submit your **online timesheet** on time. The system will lock at **12:00 noon on the due date**. If you are unable to access your timesheet in AppalNet, please let Megan Hutton or Alicia Roberts know ASAP. **Late timesheets will result in late pay, and we want you to get paid on time!**

If you do not submit your hours by the due date, you will need to complete a **Manual Check Request** form.

## Manual Check Request

- See Alicia or Megan in GWH 417
- Complete Manual Check Request form as instructed (**it will not be processed without your signature**)
- A paper check will be mailed to you, but will take several weeks

D O N T  
B E  
L A T E



# Additional Info



Scan here for  
current payday schedule

## Schedules

Work schedules for all student employees are determined by the needs of the department and the student's class schedule, and should conform to a workweek beginning at midnight on Sunday and ending at midnight on Saturday. **Students are not permitted to work during a scheduled class or exam.**



## Getting Paid

### Paydays:

**The last day of the month** (or the Friday before, if it falls on a weekend) is the payday for hours worked from the 1st through the 15th day of the month. **The 15th** (or the Friday before) **of the following month** is the payday for the 16th through the last day of the previous month.

### Paycheck delivery:

Students may sign up for **direct deposit** online through **AppalNet**. Direct deposit could take one pay cycle to become active.

## Overtime and Holidays

Only **non-Federal Work Study** student employees can earn **overtime and holiday pay**. If the combined hours from each of the student's jobs exceeds the 40-hour limit in a workweek, they will be paid overtime. Students asked to work on holidays will be paid holiday time (must be previously arranged with the supervisor).

**Federal Work Study students are not permitted to work on university recognized holidays.**

# Any Questions?

**CFS Office (Garwood Hall 417)**

828-262-3010

Alicia Roberts (robrtsaj@appstate.edu) • Megan Hutton (huttonmd@appstate.edu)

**Career Development Center (Plemmons Student Union 222)**

828-262-2180

careercenter@appstate.edu

[careers.appstate.edu/student-employment](https://careers.appstate.edu/student-employment)

