

## Payroll FAQs

### 1. How can a supervisor delete an incorrect punch?

You cannot simply remove times on a day, you must delete the entire line. Click on the line you want to delete, scroll down and hit delete and then hit save to get the 'operation successful' message.

### 2. When can I enter an Earned Time day?

You can enter earned time in advance up to one pay period (currently supervisors and salaried employees only)

### 3. What is the number code at the end of the Department number?

Dept. numbers are followed by a 2 digit g/l # they are as follows:

05 P/T Faculty (4050)  
00 F/T Faculty (4000)  
10 F/T Staff (4100)  
15 P/T Staff (4150)  
20 Student Workers Payroll (4200)  
30 Federal Work Study Student Workers (4300)  
26 Summer Student Workers (4260)

**Human Resources**  
**Phone: 207-893-7757**  
**Located 1<sup>st</sup> Floor**  
**Xavier Hall**

Check out the website  
[www.sjcme.edu/hr](http://www.sjcme.edu/hr)

## Summer Student Employment FAQs:

### 1) When does student summer employment begin?

- Summer employment begins after Graduation - this year that is Monday, May 12, 2014

### 2) How is summer housing handled?

- Students who apply for all summer jobs are then reviewed by Student Life for eligibility to live on campus
- Supervisors are then notified if they are interested in hiring a student who is not eligible so the student can make alternate arrangements
- Students who live on campus are charged for housing only (meals are not included)
- Students are required to supply a security deposit (equivalent of 2 weeks of housing charges) and complete a payroll deduction agreement to ensure further payment of housing charges
- The security deposit is refunded to students at the end of summer depending on satisfactory inspection of the room after keys are returned
- Housing assignments are handled by the Summer Housing Office in the Alford Center
- If a student will be living off campus for the following academic year (or has graduated) they must vacate summer housing by July 31 of the summer
  - If an exception is made by the Summer Housing Office, payroll deductions for housing charges continue until notification of the student vacating summer housing
- Students are responsible for their own meals
- Summer student employees qualify to pay staff rates for meals when the cafeteria is open and serving

### 3) How much is my Student Employee paid for summer work?

- Summer student pay rates start at \$8.00/hour
- Students who return to the same job in same department in a following year, get a \$.10/hour raise
- Students who return in a following year to a different job/department stay at the previous summer's pay rate

### 4) After how many hours worked must the student be given a break?

- Summer student employees are treated the same as regular staff. They need a minimum of a ½ hour break for every six hours worked. The College standard is an hour meal period, but you may be flexible.

### 6) Is the break paid or unpaid?

- It is an unpaid break or meal period. Please schedule your employees accordingly

### 7) Are summer student employees paid for Holidays?

- They are paid for the Fourth of July holiday only
- Note: They do NOT qualify for vacation time

### 8) When does student summer employment end?

- Summer employment ends when the next academic year begins – summer jobs end on Sunday, August 24, 2014 and Fall Semester jobs begin August 25.

## Did You Know?

In April, Saint Joseph's College was recognized as a Gold Level Recipient of the American Heart Association's **Fit-Friendly Worksites** Recognition program.

The **Fit-Friendly Worksites** Program is a catalyst for positive change. Worksites throughout the nation can be part of the initiative making the health and wellness of their employees a priority. For more information on the **Fit-Friendly Worksites** initiative, or to find out what you can do to incorporate more physical activity into your day, stop by the Alford Center or contact Jenna Chase at [jchase@sjcme.edu](mailto:jchase@sjcme.edu)



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## Benefit Information

We have created two new dedicated tuition benefit pages on our HR website. Please resource this information for information about the policy and procedure for both [Tuition Remission](#) and [Tuition Exchange](#). As always, if you need further assistance regarding these or any other benefit-related matters please contact Heidi Jacques at x7756.

## Wellness

Please remember to fill out your Health Risk Assessment by logging into your account on [www.mycigna.com](http://www.mycigna.com). Once you have completed the HRA you will be able to start earning points. Remember: 1 point = \$1.00. If you need any assistance please contact Jenna Chase. She will come to your office and walk you through the steps. Make an appointment with her today!

Now that the great weather is in sight, are you interested in doing any races this summer? There are a number of races out there but here are a few that might interest you:

SJC's fourth annual Monks 5K fun run/walk takes place Thursday, May 1st at Noon through the cross country trails. If you haven't signed up then do so now by emailing Jenna Chase at [jchase@sjcme.edu](mailto:jchase@sjcme.edu)! The cost of this race is a nonperishable canned good or a monetary donation that will go to Catherine's Cupboard. We love spectators! If you would like to come cheer on your fellow classmates, students or coworkers come join us behind the Alford Center!

Dynamic Dirt Challenge held at Pineland Farms in New Gloucester on June 1st. This race is a 4+ mile obstacle course designed to challenge your all around strength, stamina and mental grit. For more information and to sign up go to <http://www.dynamicdirtchallenge.com/> When choosing a team select to be on the SJC MUDDY MONKS team!

Tough Mudder's popular obstacle course is coming to Westbrook on August 23/24, 2014 and it's being deemed as the "Great Northeast." This race is a hardcore 10-12 mile obstacle course. To find out more about this race head to <http://toughmudder.com/events/2014-the-great-northeast>

Maybe mud isn't your thing but you still want to participate in a really run race...check out the Insane Inflatable 5K coming to Maine in September! For more information go to <http://insaneinflatable5k.com/maine/>

## ERGONOMIC TIP OF THE MONTH

"The 20 - 20 - 20 Rule"

When working at a computer all day, it only takes 20 minutes for soft tissue to begin to break down when circulation is altered in any way. The 20 - 20 - 20 Rule suggests getting up from your workstation every 20 minutes and walk 20 paces or more for 20 seconds. This allows full circulation to occur in your lower body preventing any soft tissue damage.

Carlene Lemieux, C.O.E.E.