

# Employee Time Sheet and Payroll Training

Full-Time Non-Exempt Staff



# Agenda

- Timesheet Overview
  - Non-Exempt Full-Time Employees
- Payroll Forms and Policies
- Additional Pay Considerations
  - Overtime
  - Non-Duty Days and Holidays
  - Paid and Unpaid Leaves
  - New Employees, Leaves of Absence and Terminations
- My Pay Information on FSW Portal



# Timesheet Basics

- Who completes the timesheet?
  - Only Non-Exempt Employees
  - To check if you are non-exempt, please refer to Human Resources.
  
- Why does the timesheet matter?
  - Legal Document
  - Required for State Auditing
  - Enforced by U.S. Department of Labor under FLSA  
[\(http://www.dol.gov/esa/whd/flsa/\)](http://www.dol.gov/esa/whd/flsa/)



# Fair Labor Standards Act (FLSA) Exempt vs. Non-Exempt

## Non-Exempt from Fair Labor Standards Act:

- Overtime (time and ½)
- Must complete time records

## Exempt from Fair Labor Standards Act:

- No Overtime
- Do not complete time records

Non-exempt vs. Exempt status under FLSA is determined by analyzing the duties, responsibilities and salary of a position.



# Timesheet Overview

➤ What do I need to complete a timesheet?

- Timesheet
- Timesheet Instructions

<http://www.fsw.edu/payroll/timesheets>

➤ Work Week

- Monday 12:01 AM through Sunday 11:59PM

➤ Recording Time

- Hours physically worked each day



# Timesheet Overview

- Who signs the document?
  - Employees & Supervisors (*sign & date = Month/Day/year*)
  
- What about making corrections to the document?
  - Employee & Supervisor must both approve any correction by completing an amended time sheet and signing.



# Locating Payroll Services

The screenshot shows the Florida SouthWestern State College website's payroll services page. At the top left is the college's logo. To the right, a teal navigation bar contains links for Portal, Canvas, Directory, Calendars, and Give to FSW. Below this is a search bar. A purple navigation bar lists various college departments: About FSW, Academics, Admissions, Tuition & Financial Aid, Athletics, and News & Events. A breadcrumb trail shows Home > Human Resources > Payroll. On the left, a teal sidebar titled 'Payroll Services Home' lists various services: New Employees, Employee Self-Service, Time Sheets, Pay Checks, Direct Deposit, Deductions and Garnishments, Tax Withholding, Forms and Calendars, Duty Days & Payroll Calculations, Off-Cycle (On Demand) Payroll Requests, and Retirement. The main content area features a large photograph of a college building with a teal banner at the bottom that reads 'PAYROLL SERVICES'. Below the photo is a heading 'Welcome to the Payroll Department at Florida SouthWestern State College!' followed by a paragraph: 'The Payroll Department is committed to accurate and timely payroll processing adhering to federal, state, and the College's Operating Procedures in the payment of employee wages, deductions, taxes and benefit payments while also providing excellent customer service to the College community.'



# Payroll Forms and Calendars

Portal | Canvas | Directory | Calendars | Give to FSW

FLORIDA SOUTHWESTERN STATE COLLEGE

About FSW | Academics | Admissions | Tuition & Financial Aid | Athletics | News & Events

Home > Human Resources > Payroll

**Payroll Services Home**

- New Employees
- Employee Self-Service
- Time Sheets
- Pay Checks
- Direct Deposit
- Deductions and Garnishments
- Tax Withholding
- Forms and Calendars**
- Duty Days & Payroll Calculations
- Off-Cycle (On Demand) Payroll Requests
- Retirement

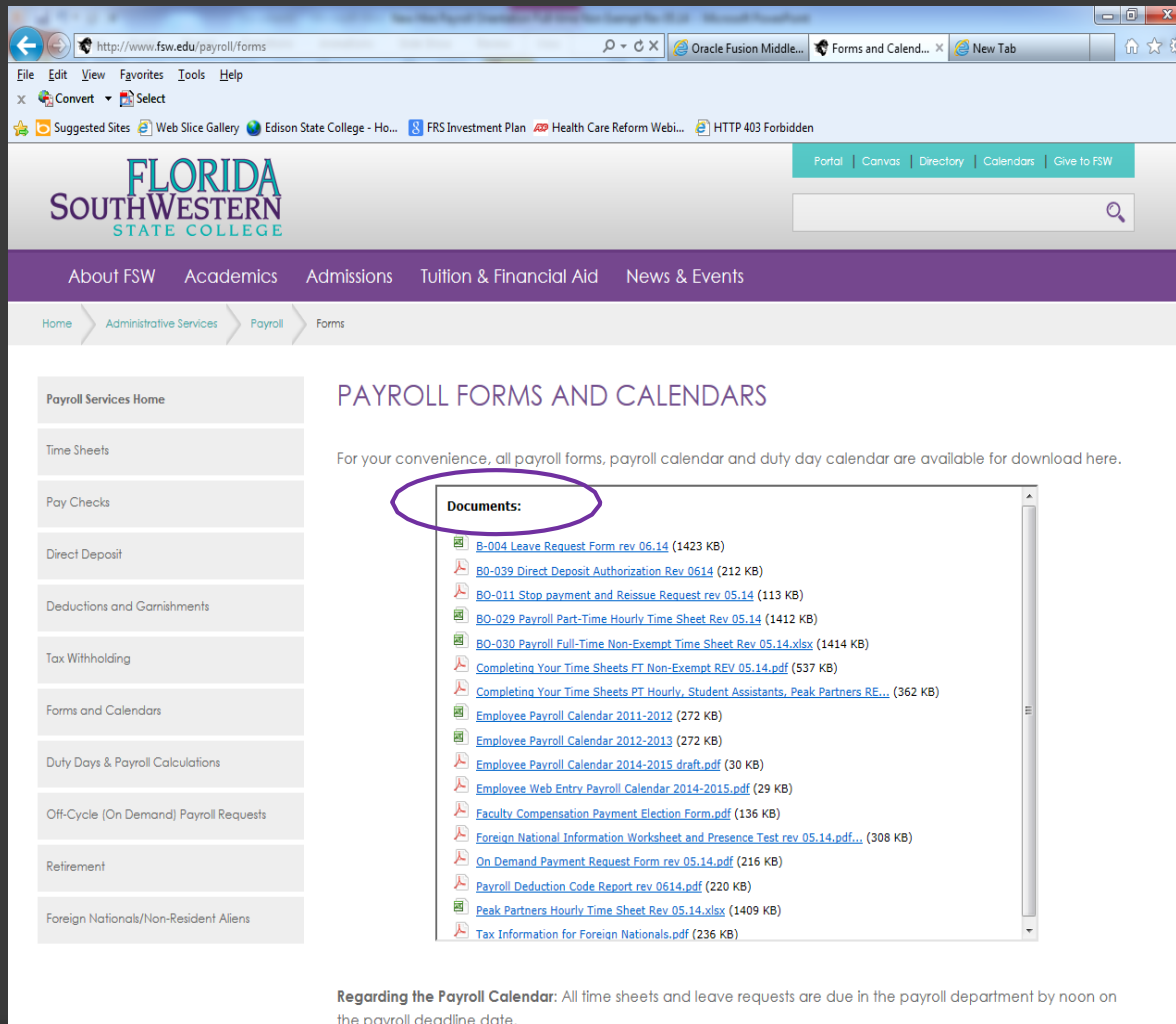
**PAYROLL SERVICES**

**Welcome to the Payroll Department at Florida SouthWestern State College!**

The Payroll Department is committed to accurate and timely payroll processing adhering to federal, state, and the College's Operating Procedures in the payment of employee wages, deductions, taxes and benefit payments while also providing excellent customer service to the College community.







The screenshot shows a web browser window displaying the Florida Southwestern State College payroll forms and calendars page. The page title is "PAYROLL FORMS AND CALENDARS". Below the title, there is a navigation menu with links for "Home", "Administrative Services", "Payroll", and "Forms". The main content area features a list of payroll services on the left and a list of documents for download on the right. The document list is titled "Documents:" and includes various forms and calendars, such as "B-004 Leave Request Form rev 06.14 (1423 KB)", "BQ-039 Direct Deposit Authorization Rev 0614 (212 KB)", and "Employee Payroll Calendar 2011-2012 (272 KB)".

**Documents:**

- [B-004 Leave Request Form rev 06.14 \(1423 KB\)](#)
- [BQ-039 Direct Deposit Authorization Rev 0614 \(212 KB\)](#)
- [BQ-011 Stop payment and Reissue Request rev 05.14 \(113 KB\)](#)
- [BQ-029 Pavroll Part-Time Hourly Time Sheet Rev 05.14 \(1412 KB\)](#)
- [BQ-030 Pavroll Full-Time Non-Exempt Time Sheet Rev 05.14.xlsx \(1414 KB\)](#)
- [Completing Your Time Sheets FT Non-Exempt REV 05.14.pdf \(537 KB\)](#)
- [Completing Your Time Sheets PT Hourly, Student Assistants, Peak Partners RE... \(362 KB\)](#)
- [Employee Pavroll Calendar 2011-2012 \(272 KB\)](#)
- [Employee Payroll Calendar 2012-2013 \(272 KB\)](#)
- [Employee Pavroll Calendar 2014-2015 draft.pdf \(30 KB\)](#)
- [Employee Web Entry Pavroll Calendar 2014-2015.pdf \(29 KB\)](#)
- [Faculty Compensation Payment Election Form.pdf \(136 KB\)](#)
- [Foreign National Information Worksheet and Presence Test rev 05.14.pdf... \(308 KB\)](#)
- [On Demand Payment Request Form rev 05.14.pdf \(216 KB\)](#)
- [Payroll Deduction Code Report rev 0614.pdf \(220 KB\)](#)
- [Peak Partners Hourly Time Sheet Rev 05.14.xlsx \(1409 KB\)](#)
- [Tax Information for Foreign Nationals.pdf \(236 KB\)](#)

**Regarding the Payroll Calendar:** All time sheets and leave requests are due in the payroll department by noon on the payroll deadline date.





# Non-Exempt Full-Time Time Sheet

**FLORIDA SOUTHWESTERN STATE COLLEGE**

Time Sheet for Non-Exempt Employees

Pay Period Begin Date: 6/16/2014

mg: Select Payroll begin date from "DROP DOWN LIST"

Banner Id	Employee Name	

Day of Month	Hours Worked	Vacation	Sick	Personal	Overtime (Over 37.5 Hrs)	Overtime (Over 40 Hrs)	Paid Holiday	Other	
Monday, June 16, 2014									
Tuesday, June 17, 2014									
Wednesday, June 18, 2014									
Thursday, June 19, 2014									
Friday, June 20, 2014									
Saturday, June 21, 2014									
Sunday, June 22, 2014									
Monday, June 23, 2014									
Tuesday, June 24, 2014									
Wednesday, June 25, 2014									
Thursday, June 26, 2014									
Friday, June 27, 2014									
Saturday, June 28, 2014									
Sunday, June 29, 2014									
Monday, June 30, 2014									
Grand Totals for This Pay Period	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>Total</b> 0.00

Payroll Office Use Only	
Regular	0.00
Vacation	0.00
Sick	0.00
Personal	0.00
Paid Holiday	0.00
Overtime	0.00
Overtime @ 1.5	0.00
Other	0.00

Supervisor Print Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Explanation of Overtime/Additional Hours \_\_\_\_\_  
(please use additional space on reverse if needed)



# Hour/Minute Conversion

## Decimal Time vs. Hour : Minutes

$$.00 = :00$$

$$.25 = :15 \text{ minutes}$$

$$.50 = :30 \text{ minutes}$$

$$.75 = :45 \text{ minutes}$$



# Timesheet Overview

## Rounding: Nearest Quarter Hour

*(7 minutes or less rounds down, 8 minutes or more rounds up)*

	Time In	Time Out	Lunch Break	Hours Worked
Ex. 1, Actual:	8:35 am	4:38 pm	30 minutes	x
Ex. 1, Rounded:	8:30 am	4:45 pm	30 minutes	7.75
Ex. 2, Actual:	8:39 am	4:36 pm	30 minutes	x
Ex. 2, Rounded:	8:45 am	4:30 pm	30 minutes	7.25
Ex. 3, Actual:	8:50 am	4:08 pm	30 minutes	x
Ex. 3, Rounded:	8:45 am	4:15 pm	30 minutes	7.00



# Overtime

- Full-time non-exempt hourly employees work a regular 37.50 hour week schedule.
- Employees working over 37.50 will be paid at the established wage rate for the first 2.5 hours of extra work.
- All hours over 40 hours worked shall be paid at 1 ½ times the employee's established wage rate.
- All overtime must be worked before payment can be requested.



# Overtime Example

Time Sheet for Non-Exempt Employees

Pay Period Begin Date 6/16/2014

mg: Select Payroll begin date from "DROP DOWN LIST"

Banner Id @00000001	Employee Name Jane Doe
------------------------	---------------------------

Day of Month	Hours Worked	Vacation	Sick	Personal	Overtime (Over 37.5 Hrs)	Overtime (Over 40 Hrs)	Paid Holiday	Other	
Monday, June 16, 2014					1.00				
Tuesday, June 17, 2014					0.75				
Wednesday, June 18, 2014									
Thursday, June 19, 2014									
Friday, June 20, 2014					0.75	1.00			
Saturday, June 21, 2014									
Sunday, June 22, 2014									
Monday, June 23, 2014									
Tuesday, June 24, 2014									
Wednesday, June 25, 2014					2.00				
Thursday, June 26, 2014									
Friday, June 27, 2014					0.50	1.25			
Saturday, June 28, 2014									
Sunday, June 29, 2014									
Monday, June 30, 2014									
Grand Totals for This Pay Period	0.00	0.00	0.00	0.00	5.00	2.25	0.00	0.00	<b>Total</b> 7.25

Payroll Office Use Only	
Regular	0.00
Vacation	0.00
Sick	0.00
Personal	0.00
Paid Holiday	0.00
Overtime	5.00
Overtime @ 1.5	2.25
Other	0.00

Supervisor Print Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Explanation of Overtime/Additional Hours Special Project - Student Assitant Training Manual  
 (please use additional space on reverse if needed)

- NOTES:
1. Pay period will be either 1st thru 15th of month or 16th thru last day of the month.
  2. Timesheets should be turned in to your supervisor on the last day worked during the pay period.



# Holidays

- The College observes some national holidays as paid holidays.
- Non-exempt full-time employees are eligible for holiday pay.
- Holiday pay is equal to an employee's regular rate of pay and is included in the total number of duty days each fiscal year.
- Paid holidays are marked "H" on the calendar and can vary year to year.
- A current Duty Day Calendar can be obtained at:
  - <http://www.fsw.edu/payroll/forms>



# Paid Holiday Example

**FLORIDA SOUTHWESTERN STATE COLLEGE** Time Sheet for Non-Exempt Employees

Pay Period Begin Date 11/1/2014

mg: Select Payroll begin date from "DROP DOWN LIST"

Banner Id	Employee Name						
@0000001	Jane Doe						

Day of Month	Hours Worked	Vacation	Sick	Personal	Overtime (Over 37.5 Hrs)	Overtime (Over 40 Hrs)	Paid Holiday	Other	
Saturday, November 01, 2014									
Sunday, November 02, 2014									
Monday, November 03, 2014	7.50								
Tuesday, November 04, 2014	7.50								
Wednesday, November 05, 2014	7.50								
Thursday, November 06, 2014	7.50								
Friday, November 07, 2014	7.50								
Saturday, November 08, 2014									
Sunday, November 09, 2014									
Monday, November 10, 2014	7.50						7.50		
Tuesday, November 11, 2014	7.50								
Wednesday, November 12, 2014	7.50								
Thursday, November 13, 2014	7.50								
Friday, November 14, 2014	7.50								
Saturday, November 15, 2014									
<b>Grand Totals for This Pay Period</b>	<b>67.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.50</b>	<b>0.00</b>	<b>75.00</b>

Regular	67.50
Vacation	0.00
Sick	0.00
Personal	0.00
Paid Holiday	7.50
Overtime	0.00
Overtime @ 1.5	0.00
Other	0.00

Supervisor Print Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Explanation of Overtime/Additional Hours \_\_\_\_\_  
 (Please use additional space on reverse if needed)

NOTES:  
 1. Pay period will be either 1st thru 15th of month or 16th thru last day of the month.

11/11/14 is marked as "H" on the duty day calendar and is considered a Paid Holiday.





# Non-Duty Days

- Full-time non-exempt employees work 243 duty days each fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup> )
- The College observes most national holidays as non-duty days
  - In addition, most employees have 10 non-duty days during the winter break and 5 non-duty days for the spring break
- Non-duty days are marked as “N” on the calendar
- A current Duty Day Calendar can be obtained at:  
<http://www.fsw.edu/payroll/forms>



# Non-Duty Example

**FLORIDA SOUTHWESTERN STATE COLLEGE** Time Sheet for Non-Exempt Employees

Pay Period Begin Date 11/16/2014 mg: Select Payroll begin date from "DROP DOWN LIST"

Banner Id @00000001	Employee Name Jane Doe
------------------------	---------------------------

Day of Month	Hours Worked	Vacation	Sick	Personal	Overtime (Over 37.5 Hrs)	Overtime (Over 40 Hrs)	Paid Holiday	Other	
Sunday, November 16, 2014									
Monday, November 17, 2014	7.50								
Tuesday, November 18, 2014	7.50								
Wednesday, November 19, 2014	7.50								
Thursday, November 20, 2014	7.50								
Friday, November 21, 2014	7.50								
Saturday, November 22, 2014									
Sunday, November 23, 2014									
Monday, November 24, 2014	7.50								
Tuesday, November 25, 2014	7.50								
Wednesday, November 26, 2014	7.50								
Thursday, November 27, 2014								7.50	
Friday, November 28, 2014								7.50	
Saturday, November 29, 2014									
Sunday, November 30, 2014									
Grand Totals for This Pay Period	60.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	Total 75.00

**Payroll Office Use Only**

Regular	60.00
Vacation	0.00
Sick	0.00
Personal	0.00
Paid Holiday	0.00
Overtime	0.00
Overtime @ 1.5	0.00
Other	15.00

Supervisor Print Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Explanation of Overtime/Additional Hours \_\_\_\_\_  
(please use additional space on reverse if needed)

**NOTES:**  
 1. Pay period will be either 1st thru 15th of month or 16th thru last day of the month.  
 2. Timesheets should be turned in to your supervisor on the last day worked during the pay period.

11/27/14 and 11/28/14 are marked as "N" on the duty day calendar and are considered Non-Duty Days



# Paid Leave

- **Vacation and Sick Leave**
  - Employees accrue vacation and sick leave at the end of each month
  - An employee must work the majority of the month to qualify for the accrual
  
- **Personal Leave**
  - Four (4) days of sick leave is allocated for personal leave use each fiscal year
  - Allows an employee to use time for reasons outside of the sick leave policy
  
- **Jury Duty**
  - Employees must provide the jury duty summons or a letter of attendance from the court when requesting jury duty pay
  
- **FMLA/Leave of Absence**
  - Employees must complete a paid leave request form for the leave of absence
  - A calculation will be performed when the employee returns to work



# Leave Request Form


Use the drop down menus to complete the form:

1. Choose the Leave Type
2. Choose the Pay Week (our pay week begins on MONDAY)
3. Enter the hours requested (in increments of .25 hours) for each date - OR choose from the drop down menu.
4. The form will automatically generate the dates and total your hours requested.

Enter your Name, Department, Banner ID and Date of Request.

Mark if this is an original request or an amended request.

Any requests for unpaid leave must be approved by your supervisor and then routed for additional approvals.



## Leave Request Form

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**Employee Information**

Employee Name (First, Last): Jane Doe      Banner ID #: @0000001

Department: Finance      Date of Request: 07/07/14

Check one:     This is a new request     This is an update to an existing request

---

**Paid Leave**

Select from drop down menu:

Leave Type	Pay Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Vacation	08/11/14	8.00	<input type="text" value="0.00"/>						8.00
									-
									-
									-
									-
<b>Total Requested</b>									<u>8.00</u>

\* I understand that by selecting personal leave, the hours requested are deducted from both my personal leave and sick leave balance as outlined in CDP Sick Leave 05-0504 Section 1, Item B. I further understand that I must have enough hours in my sick leave account to cover any requests for personal leave.

---

**Unpaid Leave**

**Important Notice:** Any unpaid leave requires additional approvals as outlined below. Unpaid leave cannot be taken until it has been approved by all parties. Unpaid leave will result in a payroll calculation being completed upon return. This calculation will be based on the number of duty days you are physically working for the current fiscal year. In most cases this calculation will result in a negative impact to your first pay check when you return to work. Reference CDP Other Leaves of Absence 05-0506 for further information.

Select from drop down menu:

Leave Type	Pay Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
									-
									-
									-
									-
									-
<b>Total Requested</b>									-

List Reason for Leave who Pays: \_\_\_\_\_ **Total Requested** -

Check if applicable:     This leave request is associated with an approved Family and Medical Leave Request

\*\*FMLA under unpaid leave can only be used after all paid leaves have been exhausted per CDP Family Medical Leave 05-0507, page 3, paragraph 1. Family and Medical Leave must be approved by Human Resources and an additional FMLA Request Form and documentation is required. Extended leave will be addressed on a separate Leave Usage Report that will be signed by both the employee and supervisor.

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**Employee Signature and Supervisor Approval**

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

Approved       Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved

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**Additional Approvals Required for Any Unpaid Leave**

Approved       Director of Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved

Approved       Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved



# Paid Leave Example

**FLORIDA SOUTHWESTERN STATE COLLEGE** Time Sheet for Non-Exempt Employees

Pay Period Begin Date: 12/1/2014

mg: Select Payroll begin date from "DROP DOWN LIST"

Banner Id @00000001	Employee Name Jane Doe
------------------------	---------------------------

Day of Month	Hours Worked	Vacation	Sick	Personal	Overtime (Over 37.5 Hrs)	Overtime (Over 40 Hrs)	Paid Holiday	Other	
Monday, December 01, 2014	7.50								
Tuesday, December 02, 2014	7.50								
Wednesday, December 03, 2014	7.50								
Thursday, December 04, 2014	7.50								
Friday, December 05, 2014	7.50								
Saturday, December 06, 2014									
Sunday, December 07, 2014									
Monday, December 08, 2014	7.50								
Tuesday, December 09, 2014	7.50								
Wednesday, December 10, 2014	7.50								
Thursday, December 11, 2014		7.50							
Friday, December 12, 2014		7.50							
Saturday, December 13, 2014									
Sunday, December 14, 2014									
Monday, December 15, 2014		7.50							
Grand Totals for This Pay Period	60.00	22.50	0.00	0.00	0.00	0.00	0.00	0.00	Total 82.50

Payroll Office Use Only	
Regular	60.00
Vacation	22.50
Sick	0.00
Personal	0.00
Paid Holiday	0.00
Overtime	0.00
Overtime @ 1.5	0.00
Other	0.00

Supervisor Print Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Explanation of Overtime/Additional Hours \_\_\_\_\_  
 (please use additional space on reverse if needed)

NOTES:  
 1. Pay period will be either 1st thru 15th of month or 16th thru last day of the month.

A completed and approved Paid Leave Request Form must be submitted with the employee's time sheet.



# Pay Adjustments

## ➤ New Employees

- First paycheck – the payroll office will complete a calculation based on the number of duty days to be worked in the current fiscal year
- All elected benefits will be pre-paid for the first month

## ➤ Leave of Absence

- Returning from a leave - a calculation will be made based on the number of days on leave and the remaining duty days to be worked in the current fiscal year

## ➤ Terminations

- Last paycheck – a calculation will be made based on the number of duty days remaining to be worked in the fiscal year.



# Direct Deposit


- Direct deposit is mandatory for all regular employees unless you are claiming a hardship.
- Direct deposit is optional for adjuncts and student assistants.
- Direct Deposit takes at least two pay cycles to begin. The first payroll check will always be a live check.



# Direct Deposit Form

New direct deposit forms must include a voided check or direct deposit authorization from your bank

Once complete the signed original request must be submitted to payroll for processing



Direct Deposit Authorization Form

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Last Name                      First Name                      Middle Name                      Banner ID Number

I hereby authorize Florida Southwestern State College to deposit my payroll funds into my account(s) at the bank(s) named below. Florida Southwestern State College is authorized to reverse any deposits made in error to my account(s) through the College's direct deposit program. I further warrant that I am the holder on the account(s) listed below.

It is understood that I may terminate this agreement at any time by written notification to the FSW payroll department.

**Account Information** (a maximum of three accounts may be set up)

Please complete this section in its entirety.

Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	

Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	

Checking/Savings	Bank Name	Bank Routing Number	Account Number	Net Pay or \$ Amount
Check One:	Start Deposit	Stop Deposit	Change Deposit Amount	

**You must notify payroll immediately if you close your account(s).**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Start or Change a Direct Deposit:**

The first payroll cycle after the payroll department receives the completed form will be a pre-authorization to the bank. This pre-authorization will verify the routing number(s) and account number(s), as supplied above. You will receive a paper check and no money will be transmitted to your account(s). The second payroll cycle will result in an electronic transmittal of payroll funds to your account(s).

**A voided check must accompany each new direct deposit request. If you do not have checks or if your request is for a savings account, please contact your bank. They will be able to provide a direct deposit authorization that includes the routing number and account number which can be attached to this form.**

NAME: \_\_\_\_\_ 0123  
 ADDRESS: \_\_\_\_\_ 01-754-0799  
 CITY, STATE, ZIP: \_\_\_\_\_ DATE: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_ \$ \_\_\_\_\_  
 DOLLARS

BANK NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_

PSF

MO 6 234 56 789 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3

Bank Routing Number      Bank Account Number      Check Number

80-038 Direct Deposit Authorization Rev. 0614





# My First Paycheck

- Employees are paid on the 15<sup>th</sup> and the last day of the month

Full-Time Non-Exempt Employee Pay Schedule			
Pay #	Ex. Work Days	Ex. Pay Date	Ex. Check
1	06/01-06/15	6/15/2014	Live
2	06/16-06/30	6/30/2014	Direct Deposit
3	07/01-07/15	7/15/2014	Direct Deposit
4	07/16-07/31	7/31/2014	Direct Deposit

- ◆ Live paychecks can be picked up at the cashier's office on pay day
- ◆ Bring picture ID to pick up checks



# My Pay @ FSW Portal

## 24/7 Access to Your Payroll Information!

- ◆ Direct Deposit Accounts
- ◆ Earnings History
- ◆ Paid Leave Accruals & Usage
- ◆ Deductions History
- ◆ View and Print Pay Stubs
- ◆ Tax Information
  - Current W-4 Exemptions
  - Printable W-2's



# Logging into My FSW

Portal | Canvas | Directory | Calendars | Give to FSW

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About FSW | Academics | Admissions | Tuition & Financial Aid | News & Events

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 Find out more about FSW

Programs of Study  
 See what you can study at FSW

FUTURE STUDENTS	CURRENT STUDENTS	STUDENT RESOURCES	ALUMNI & FOUNDATION
Request More Information	myFSW Portal	Academic Support	Update Your Information
Campus Tours	Canvas	Advising	Alumni News & Events
Programs of Study	Records and Registration	Career Services	FSW Foundation
Admissions	Campus Life	Dining Services	Donate
Housing	Collegiate High Schools	First Year Experience	Request a Transcript
Orientation	Continuing Education	IT Help Desk	
<a href="http://www.fsw.edu/videos/commercials">//www.fsw.edu/videos/commercials</a>	FINANCIAL AID	LIBRARY SERVICES	ARTS AT FSW

<http://www.fsw.edu> then click on “Portal”



Enter User  
Name and  
Password

FLORIDA  
SOUTHWESTERN  
STATE COLLEGE PORTAL

FSW Home | Contact the Help Desk

Enter your Username and Password

LOGIN

[New User?](#) | [Forgot password?](#)

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# FSW Portal Home Page

The screenshot shows the Florida Southwestern State College Portal Home Page. At the top left is the college logo. The navigation bar includes links for Home, Applicant, Student Academics, Financial Aid & Student Services, Employee Services, and College Resources. Below the navigation bar is a 'Document Manager' section. The main content area features several widgets: 'FSW Quicklinks' with icons for FSW Website, Search FSW, Directory, FSW Calendars, Buc Card, Executive Offices, Auxiliary Services, and Accreditation; 'Announcements' with a dropdown menu and a message stating 'You currently have no announcements.'; 'Technology Help Desk' with icons for Submit Support Ticket, Help Desk, and Contact Help Desk; 'Outlook Web App' with icons for Outlook Mail and Outlook Calendar; 'Google Apps for Employees' with icons for Google Docs, Google Talk/Hangouts, and Google Calendar; and 'Additional Links' with icons for Athletics, Dining, Library, and Student Portal.



# Banner Web Services

Click to access list of employee services options

The screenshot displays the Florida Southwestern State College Portal. At the top left is the college logo. A navigation bar includes links for Home, Applicant, Student Academics, Financial Aid & Student Services, Employee Services (highlighted), and College Resources. Below this is a Document Manager section. The main content area features a Worklist on the left and a central section titled 'Employee Web Banner Services'. This section contains four service options: 'Banner Web (Online Services)' with a WWW icon, 'Online Workflow Forms' with a flowchart icon, 'View/Update Personal Information' with a person icon, and 'Pay, Benefits, Tax, and Time' with a dollar sign icon. A purple arrow points from the text on the right to the 'Banner Web (Online Services)' icon. Below the main content is an 'Employee Weblinks' section with icons for 'Current', 'Early Alert Form', and 'Tutor Recommendation'.



# Review Pay Information

The screenshot shows the Florida Southwestern State College Portal. At the top left is the college logo. To the right is a search bar with a 'Go' button. Below the logo is a navigation bar with links for 'Personal Information', 'Student and Financial Aid', 'Employee', and 'Online Forms'. A 'Show Details' button is located on the left side of the main content area. The main content area is divided into three columns of links. The 'Employee Services' column contains several links, with 'Benefits and Deductions', 'Pay Information', and 'Tax Forms' highlighted in blue. Three purple arrows point from text annotations on the right to these three blue-highlighted links. At the bottom left of the page, the text 'RELEASE: 8.5.2' is displayed.

**FLORIDA SOUTHWESTERN STATE COLLEGE PORTAL**

Search

Personal Information Student and Financial Aid Employee Online Forms

Show Details

**Student & Financial Aid**

- Registration
- Student Records
- Financial Aid
- National Student Clearing House
- Pay Online
- Purchase Books
- Receive Your 1098-T Electronically
- Housing

**Employee Services**

- Time Sheet
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- Time Off Current Balances and History
- Travel & Expense Management

**Personal Information**

- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Answer a Survey

Click to view all benefit and payroll deductions

Click to view and print your pay stubs, direct deposit information and your earnings history

Click to view and print Federal tax exemptions and prior year W-2's

RELEASE: 8.5.2



Please Note: All items highlighted in blue can be opened for more detailed information



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