

## CELL Student Employment Guidelines

**WELCOME** to employment with the Department of Cell Biology and Physiology! You must be a full time student in good standing with the University to work in the CELL Department.

### **HIRING STEPS:**

1. Your hire request will be submitted electronically.
2. If this is your first job on campus, after your employment request is submitted, you are required to take your student ID and other acceptable documentation to the Student Employment Office to fill out an I-9 form. Stop by the office to see a list of acceptable documents, or check the Student Employment website.
3. Wait for a clearance email. As soon as authorization is processed, you will receive an email letting you know that you may begin work. **REMEMBER: YOU ARE CLEARED TO BEGIN WORK ONLY AFTER YOU HAVE RECEIVED AN EMAIL DIRECTING SUCH! IF YOU DO BEGIN WORK BEFORE, YOU WILL BE DONATING YOUR TIME.**
4. Set up your direct deposit.

### **Y-TIME: Clocking In/Out**

**Please complete the Y-Time training under your Work Tab. (see directions under HINTS)**

Y-Time is the timekeeping system for the University. The LSB clocks are on the 2<sup>nd</sup> and 4<sup>th</sup> floors, in the hall across from water fountains. You may also enter your time punches through a computer or your y-time app.

You are required to use Y-Time for all of your time; however, should you need to record a missed punch at any time during your employment, you may do so in the maroon Missed Punch Book (located in our office, 4005 LSB) on your individual page. Always remember to flag your page so that I know there are corrections that need to be made. You may also make corrections online. Follow the instructions in the Y-Time training to do so. Please make corrections within the current pay period.

You are responsible to check your own time weekly if not daily and make the necessary corrections. It is mandatory that you check your punch history for the pay period on the Monday morning following the end of the pay period. You may do so online. Please also check your time total, so that you do not go over the hours you are allowed to work. The pay period always ends on a Friday. You have until 10:00 a.m. the next Monday to make a correction before payroll is approved. Please remember that you will not be paid for the hours in Y-Time that have exceptions until they are either corrected by you or in the CELL office.

Employees will be paid for breaks that are shorter than 20 minutes. Y-Time will automatically delete punches associated with a break that is shorter than 20 minutes. Please be aware so you don't go over your allotted hours.

## **HINTS:**

- **HOW** to access your time clock:
  - Log in to myBYU
  - Under the Work tab, click Human Resources/Payroll
  - Click on Employee Time
  - Click on Employee Time Entry to clock in/out
  - Click on the Employee Timesheet to make corrections and see all your punches
  
- Make sure you check your time card at the beginning of every week to make sure you don't have any missed punches or exceptions.
  
- If you forget to punch in or out, proceed as normal with the next punch. This will allow the system to recognize a missed punch. You can then go in later and fix that. **Do not clock in/out at an incorrect time.**
  
- There is more information and a tutorial on how to make your own corrections at
  - Work tab
  - Training LMS
  - Catalog
  - Financial services
  - Scroll until you see the article titled 'Y-Time Self Service Training'

## **UNIVERSITY EXPECTATIONS:**

- Students may not work more than 20 hours per week. You must stay within the assigned hours you have been hired to work.
- You may not work more than a five hour shift without punching out for a 30-minute meal period.
- You must clock in and out using approved Y-Time devices in the building in which you are working. Do not clock at non-work locations.
- You should clock out and attend devotional.
- You are responsible for your time: 1 or 2 missed punches during your work experience is excusable – should you have to write this time in the book or enter it on your time card, please be precise. 3-5 is an unacceptable entry; it must be an exact time such as 3:06 to 5:01. Do not average hours. If you miss 1 punch, still punch the other.

Please notify us if any changes are made to your personal information (especially if your name changes due to marriage or other circumstances). Even if you inform BYU separately, they do not inform us, so please do it personally via email or phone. It is also very important that when your employment ends you contact me, so that we can transfer or terminate your job properly. This will ensure there are no problems or obstacles for your future employment at Brigham Young University.

Should you have questions, please do not hesitate to contact me. It works better for everyone if we work things out beforehand rather than have to correct them afterwards.

Enjoy your work experience. We're here to help and look forward to working with you.

Connie  
Payroll Manager  
CELL  
422-3706  
connie\_provost@byu.edu

## **AFTER YOU ARE AUTHORIZED TO BEGIN WORK:**

### **SIGN UP FOR DIRECT DEPOSIT. IT IS REQUIRED IN ORDER TO BE PAID.**

- Go to the BYU Home Page (<http://www.byu.edu>)
- Enter myBYU by entering your Net ID and Password
- Select “My Financial Center” under the “Work” heading
- Under “My Accounts” select “Direct Deposit”
- Under “Payroll” select “Add Account”
- Select Account Type (checking or savings; not broker, investment, or specialty accounts)
- Type in your Routing Number (the 9 digit number on the bottom of your checks)
- Type in your Account Number (bank account number, NOT credit or debit card number, do not use dashes)
- Click “Save”

For a second bank, choose “Add Account” and follow the same steps.

If you are changing an existing account, do NOT add a new account. Select “Edit” and enter a new routing and account number.

### **OTHER WEB SELF-SERVICE OPTIONS**

#### View Paycheck:

- Go to the BYU Home Page (<http://www.byu.edu>)
- Enter myBYU by entering your Net ID and Password
- Under the “Work” heading select “View Paycheck”

#### Tax Information:

- Go to the BYU Home Page (<http://www.byu.edu>)
- Enter myBYU by entering your Net ID and Password
- Under the “Work” heading select “My Financial Center”
- Under the “My Accounts” tab select “Tax Information”
- Select the form you would like to access

*Any non-resident alien employee will be required to file their W4 Form in the Payroll Office, D-55 ASB for instructions to comply with any restrictions.*

#### Update Personal Information:

- Once in myBYU, select “Personal Information” under the “Communications” heading
- Click on “Contact Info” and select the desired address to be updated
- Enter data and then click “Save” and “Close Window”

Remember, it may take a few days after your hire start date to have access on myBYU. For questions or help, call the Payroll Office at 801-422-8185.