

Timecard, ADP, and Student Employment FAQ

Getting Started with DePauw University Student Employment

- [On-Campus Employment & Financial Resources](#)
 - Contains links to required paperwork for both Domestic and International students

Receiving Payment

- The default payment method is physical checks that will be delivered to student's UB mailboxes
- If you would like your earnings to be direct-deposited, please follow [these directions](#). After a direct-deposit application has been submitted, please note that the first paycheck after submission may still be sent to the student's UB mailbox.
- If you would like your earnings to be applied to your student tuition account balance, please complete [this form](#).

Setting Up ADP Accounts (which allows you access to paystubs and tax forms like W2s)

- Register with ADP; registration instructions can be found towards the bottom of the [On-Campus Employment & Financial Resources](#) webpage.
- Log into the ADP portal at workforcenow.adp.com
- Go to Myself > My Information > Profile for personal information
- Go to Myself > Pay > Tax Withholdings to enter/make changes to your taxes
- Go to MYSELF > Pay > Annual Statements for W2's
- Go to Myself > Pay > Pay Statements for pay stubs
- Go to Myself > Time and Attendance > My Timecard for your time card
- Information about the ADP mobile app is on the DePauw HR website at <https://www.depauw.edu/offices/human-resources/current-employees/payroll/#tax>

Types of Documents Needed to Apply for a SSN

- <https://www.ssa.gov/ssnumber/ss5doc.htm>
- Use the menu on the left hand side of the screen to select your status as a child/adult, if you need an original/replacement card, or if you are a U.S. born citizen or non-citizen. Document requirements change depending on these factors.

How to Access Various Student Portals

- DePauw HelpDesk has created [this guide](#) to online portals for DePauw students

DePauw Student Employment Handbook

- [This handbook](#) acts as a guide for *all* work study students. Policies specific to ITAP can be found below.

ITAP Policies and Procedures

- For a list of policies regarding ITAP-specific compensation, probation, expectations, and more, please visit the [ITAP Policies and Procedures](#) page.

Frequently Asked Questions

1. When is my timecard due?

- a. ITAP Timecards are due every *two weeks*, on Saturday at 11:59PM. Assistant director Laurel Tilton will send a reminder on the Friday before timecards are due to remind students to approve.

2. How many hours may I work each week? When and where can I work these hours?

- a. **Apprentices:** ITAP Apprentices in ITAP Institute can work a minimum of 7 hours and a maximum of 10 hours each week; for a maximum of 20 hours per timecard period. You may not go over 20 hours in a given pay period. One hour of each week will be spent in Institute. The remaining 6-9 hours may be worked whenever or wherever you please. We do invite all students to utilize the Tenzer Center facilities in Roy O. West Library if they please.
- b. **Associates:** ITAP Associates in internship placements can work a minimum of 7 hours and a maximum of 10 hours each week; for a maximum of 20 hours per timecard period. You may not go over 20 hours in a given pay period. When and where you work each week is determined by your internship host. Please discuss with your host the preferred schedule for work hours.

3. I submitted my timecard. When do I get paid?

- a. If a timecard is submitted accurately and on-time, you will receive payment on the Friday following the Saturday that it was due. Example: You submit your timecard on Saturday, October 2nd, 2021. You will receive payment on Friday, October 8th, 2021.

4. I signed up for direct-deposit, but my paycheck wasn't deposited into my account. Where did my money go?

- a. After a direct-deposit application has been submitted, the first paycheck after submission will still be sent to the student's UB mailbox. Check your UB mailbox first. If the check is still not present, please contact danielmccafferty@depauw.edu.

5. I forgot to log my hours. What should I do?

- a. Email laureltilton@depauw.edu with your hours in the following format:
 - i. Time In: 09/18/2021 8:00 AM - Time Out: 09/18/2021 4:30 PM

6. I received a paper check. How do I deposit it?

- a. You can deposit your check one of two ways. You can either visit your bank in person, sign the back of the check, and complete a deposit slip with your routing and account number. Alternatively, most banks have a mobile banking app that allows you to take a picture of your check (make sure the back is signed) and deposit the money remotely.

7. I worked 16 hours last timecard for \$8/hr. However, I received less than \$128 for that paycheck. Why is there a discrepancy?

- a. Taxes are deducted from your paycheck before you receive it, affecting the net pay that you receive. You can access your pay stub that details these deductions on ADP. For an explanation of deductions, [this article](#) is a great resource. If you believe there is an issue with your tax deductions, please contact danielmccafferty@depauw.edu.

8. Fall break is coming up and I'm not planning on working that week. Can I log extra hours the week beforehand to make up for this week without work?

- a. Unfortunately, you may not. Every week still has the same maximum hour cap, regardless if it is preceded or succeeded by a week that you may not work. You are allowed to work over Fall, Thanksgiving, and Spring break but you are not required to do so. Please revisit the [Policies and Procedures](#) page for a full list of dates you can and cannot work.

9. Am I allowed to have multiple jobs?

- a. All ITAP students may *not* participate in the Bonner Scholar program, or act as a Residential Assistant (RA) while in ITAP. If a student would like to take a Leave of Absence to be an RA for a year, they may access the necessary form [here](#).
- b. ITAP Apprentices and Associates are permitted to concurrently work in one additional on-campus paid position provided that:
 - i. Students independently monitor their Work Study Award amount to ensure they do not surpass the award limit
 - ii. The other position does not interfere with the minimum hours required to remain in good standing with ITAP
 - iii. The other position is not with the Bonner Scholar program or as a Residential Assistant (RA)
 - iv. International students do not exceed 20 total work hours across all positions in any given week (exceeding 20 hours will result in serious consequences with the Department of Homeland Security)