PAYROLL TIPS FOR WAGE EMPLOYEES

Wage Time cards are due every other Monday at 10:00 a.m. The submission deadline as well as pay dates can be found at:

http://www.radford.edu/content/accounting-services/home/payroll/wage.html

Drop-off locations for wage time cards are in the Payroll Office (Heth 245). Wage time cards should never be sent in campus mail.

A wage employee can begin work on the beginning date listed on the approved PR-40.

When completing the wage time card the employee must write in the full legal name (not nickname), state ID number, department name, department code (the organization code of the FOAP), and the correct pay period worked.

All wage time cards must be completed by the employee and signed by the employee and the supervisor.

The state employee ID number can be found on the RU Portal under the “Personal Information” tab in the “Personal Information” section on the left side of the screen.

Time cards must be completed in pen.

Wage time cards should not be filled out in advance.

Corrections to time cards must be initialed by the employee and the supervisor.

Wage time cards should list total hours worked per day, not time in and time out.

A wage employee should not work beyond the end date listed on the PR-40.

All employees, except work study students, are required to have their pay direct deposited to a checking or savings account.