



WKU Student Payroll Guidelines

Student employees at Western Kentucky University (WKU) are required to follow established time-reporting procedures to ensure payroll accuracy and compliance. All hours worked must be recorded accurately, submitted in a timely manner, and reviewed and approved by the appropriate supervisor in accordance with university policies.

Key Guidelines:

- **Roles and Responsibilities:**
 - Student employees are to record all time worked via Web Time Entry through the TopNet portal.
 - Student employees are expected to enter time by designated deadlines, timesheets should be filled out completely, and hours worked should be recorded accurately.
 - Instructions for completing the **Student Employee Timesheet** can be found [here](#).

- **Student Payroll Cycle:**
 - Student payroll is on a bi-weekly basis and paid every other Friday as outlined in the [Payroll Schedule](#).
 - Student pay is dispersed through BankMobile as detailed in the [Student Employment Policies and Procedures Manual](#).
 - Student payroll runs Monday through Sunday. Students are expected to submit their timesheets for approvals by 12:00 p.m. the Monday immediately following the end of the pay period unless communicated otherwise.
 - Failure to submit hours worked in an accurate and timely manner may result in delayed pay.
 - Back Pay is an exception to the standard payroll cycle and should not be used on a recurring basis.
 - If a reporting deadline is missed, a paper timesheet detailing hours worked must be prepared and submitted to the supervisor for review and approval before being sent to Payroll for processing.
 - Back Pay may not be paid until the following pay cycle as a retroactive payroll adjustment is necessary.
 - A link to the paper timesheet to facilitate Back Pay can be found at the link [here](#).



- **Compliance with Payroll Requirements:**
 - Student employees are expected to follow all student payroll guidelines, including timely submission of required documentation and accurate reporting of hours worked.
 - Failure to comply with these requirements may result in corrective or disciplinary action as detailed in the **Student Employee Performance and Termination Procedures** of the [Student Employee Policies and Procedures Manual](#).
- **For Support:**
 - Questions concerning student pay may be directed to the Payroll Department at 270-745-2609 or payroll.info@wku.edu