

**From:** Public Relations <public.relations@aamu.edu>

**Date:** March 27, 2020 at 4:49:17 PM CDT

**To:** All-users <All-users@aamu.edu>

**Subject: Biweekly student pay (institutional & state funded) to continue**

Greetings:

The University has decided to continue paying all biweekly students throughout their end dates this semester, now including biweekly institutional/state funded student assistants. As supervisors, you may have already been directed on how to process federal work study student hours if you have any work study students working for you this semester. We will conduct this process very similar to that process of the work study forms. Timesheets online are no longer needed for the rest of this semester for students.

Following the same concept as has been used with federal work study students, supervisors should please calculate the amount of hours your student assistants normally work each WEEK. Submit a ONE TIME Laserfische form (the link is below) or complete and email (to both casie.steen@aamu.edu and steven.dubose@aamu.edu) the attached form with the A#, name and total amount of hours per WEEK (20 or less hours) they work and supervisory information. We will calculate the number of hours to be paid biweekly and will follow the normal biweekly payroll schedule.

Here's the link for the online form in Laserfische:

<https://lsrfichewb.aamu.edu/Forms/institutional-state-funded-student-assistant-time>

We would like to have these forms back to us by **Tuesday, March 31st** so that we can process checks for our students by next Friday - the next scheduled biweekly payroll.

In summary, please submit this form only one time for each of your biweekly student's hours for hours they normally work PER WEEK (not every two weeks) and Payroll will pay them biweekly based on this one time form throughout the rest of the semester keeping to the normal biweekly payroll schedule. Timesheets are no longer needed for the rest of this semester.

Please let me know if you have questions. I know this is all very different from our usual timesheets but together we will make it work. Be safe!

SOURCE:

Casie R. Steen

Payroll Supervisor

Office of the Comptroller