# Payroll FAQ Sheet

Payroll’s Frequently Asked Questions from Student Employees

1. What are the pay dates for part-time student employees?

Pay dates for part-time student employees occur biweekly (every other week). The first pay date of 2021 was Friday, January 8, 2021. Part-time employees are paid every two weeks thereafter. Moody does not issue paper pay checks. Part-time student employees will be paid via direct deposit.

1. Why does Moody use direct deposit instead of paper checks?

It is much more efficient to pay employees via direct deposit. No checks are lost in the mail and money is received and available immediately from the employee’s bank account.

1. May I change the bank that my pay is deposited to?

Yes, you may change your direct deposit information at any time.

The Payroll Department requests that students refrain from frequent changes in bank accounts used for direct deposit. The reason for this is because opening and closing of bank accounts delays one’s pay for the pay period in which the change occurs.  Payroll understands that some circumstances require a change of bank accounts. If this is the case, please notify Payroll with your new direct deposit information immediately.  If Payroll is not notified immediately, please expect a delay in your pay.

Please visit Payroll on Crowell 5 to submit the Direct Deposit Form and a voided check.

1. How do I report my work time?

Student employees are required to “clock in” and “clock out” on the Attendance on Demand website, and at the end of the pay period the time report needs to be approved by the student. Supervisors will approve your time report next and submit it to Payroll.

If a student misses a punch in or out, they are responsible for notifying their supervisor of the missed punch so that a correction can be made. Any delay in fixing missed punches will likely result in incorrect pay.

1. There are many part-time student workers in my department. How will I be able to clock in and clock out on the computer in time?

Moody has provided extra computers for departments that employ many student workers. There may also be alternative ways in your department to “clock in” and “clock out.” Please ask your supervisor if there are other clocking options for your department.

1. Will I be trained how to use the new computer time reporting system?

Yes. Your supervisor is responsible for training you on the time reporting system.

1. Who can I contact in Payroll if I have any other questions?

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