

Memo

TO: Student Employees

FROM: Student Employment Office

RE: Student Payroll Deduction Agreement Fact Sheet / FAQs

Below is a list of frequently asked questions (FAQs) regarding the terms and procedures of setting up and maintaining the Student Payroll Deduction Agreement for Wartburg College's student employment payroll:

What is the Student Payroll Deduction Agreement?

The Student Payroll Deduction Agreement allows the electronic transfer of a percentage (25%, 50%, 75%, or 100%) of your monthly Wartburg College student employment paycheck to be applied towards your Wartburg College tuition bill.

What are the advantages of the Student Payroll Deduction Agreement?

The Student Payroll Deduction Agreement has many advantages:

- **Immediate Credit** – With the Student Payroll Deduction Agreement, your paycheck is applied to your Wartburg College tuition bill the morning of payday.
- **Safe and Reliable** – The Student Payroll Deduction Agreement eliminates the possibility of lost, stolen, or stale-dated paychecks.
- **Saves Time** – The Student Payroll Deduction Agreement saves you the trouble of waiting for the Business Office to open, standing in line to receive your paycheck, and then going to your bank and standing in line to have it cashed.
- **Worry-Free** – You will no longer have to make special arrangements with the Business Office to have your paychecks mailed home to you over breaks, holidays, and at the end of the academic year.
- **Flexibility** – Under the Student Payroll Deduction Agreement, you have the ability to select the designated percentage of your paycheck that you would like applied to your tuition bill. This agreement allows you to effectively manage your monthly income; students may apply a portion of their paycheck towards their tuition bill while still being able to designate a portion of their paycheck for spending money.
- **Environmentally-Friendly** – By printing fewer checks, Wartburg will be using less paper and, in essence, saving trees. In addition, you will be saving gas by not having to go to the bank as frequently.

Who is eligible to sign up for the Student Payroll Deduction Agreement?

All Wartburg College student employees are eligible to sign up for this agreement.

Students are not required to be awarded Federal Work-Study (FWS) as a part of their financial aid award to sign up for this agreement. This agreement will be effective for all student paychecks regardless of FWS eligibility or type of work performed.

If I have been awarded Federal Work-Study (FWS) as a part of my financial aid award, is this amount automatically applied to my tuition bill?

No, your FWS award amount is not automatically applied to your tuition bill. You will need to work the appropriate number of hours and weeks at the designated pay rate to earn your full FWS award. If you are depending upon your FWS award to pay your tuition bill, you may wish to consider signing up for the Student Payroll Deduction Agreement in order to have your monthly earnings applied directly to your tuition bill.

Does it cost anything to set-up the Student Payroll Deduction Agreement?

No, it does not cost you anything to set-up the Student Payroll Deduction Agreement.

How do I sign up for Student Payroll Deduction Agreement?

- Review your tuition bill and financial aid award letter. Determine the remaining balance of your tuition bill that you will be responsible for paying after all financial aid and loan considerations have been applied. The Wartburg College Business Office personnel will be happy to assist you with calculating this figure.
- Determine the percentage of the anticipated student employment earnings that you will need to apply to your tuition bill each month to cover the remaining balance. On average, Wartburg College student employees earn \$2500 during the academic year. A student's employment earnings will be dependent upon their hourly pay rate, the number of hours they work per week, and the number of weeks they anticipate working during the academic year. The average Wartburg College student applies 50-75% of their monthly paycheck to their tuition bill.
- Complete the "Student Payroll Deduction Agreement" form. You can find this form on the Student Employment website, www.wartburg.edu/jobs.
- Submit the Student Payroll Deduction Agreement form to the Student Employment Office prior to the first business day of the month in which you would like your agreement to be effective.

If I choose to apply less than 100% of my monthly paycheck to my tuition bill, how do I receive the remaining portion of my monthly paycheck?

Students may apply 25%, 50%, 75%, or 100% of their monthly paycheck to their tuition bill.

If you choose to apply less than 100% of your monthly paycheck to your tuition bill, you are encouraged to sign up for direct deposit in order to receive the remaining portion of your monthly paycheck. Direct deposit is the electronic transfer of your monthly Wartburg College student employment paycheck to your checking or savings account at the banking institution of your choice. The direct deposit fact sheet and form is posted on the Student Employment website, www.wartburg.edu/jobs.

Once I submit the Student Payroll Deduction Agreement, how long before my paycheck will be applied to my tuition bill?

Your Student Payroll Deduction Agreement must be submitted to the Student Employment Office prior to the first business day of the month in which you would like your agreement to be effective. Due to Federal holidays and Wartburg College's academic schedule, this deadline may be moved up in order accommodate the payroll processing schedule. If this is the case, students will be notified in advance.

How will I know how much money is applied to my tuition bill each payroll?

You will receive a printed pay stub in your on-campus mailbox during the academic year. During the summer, your pay stub will be mailed to your home address unless you request to keep your on-campus mailbox open. Upon the event that you lose your monthly paystub or you do not receive your paystub, you may stop by the Student Employment Office and request to have a copy of your paystub printed.

A secondary method in which you can check to see how much money is applied to your tuition bill each payroll is to review your tuition bill regularly on my.wartburg.edu.

Is my privacy protected with the Student Payroll Deduction Agreement?

Yes. In fact, your privacy will increase when you use the Student Payroll Deduction Agreement. Less people are involved with the electronic transfer of funds than with processing a paper check. Lastly, there will be no paper record of your pay information. Since there is no paper record, your paycheck cannot get lost or stolen.

If I don't work for several months at a time, what will happen to my Student Payroll Deduction Agreement?

Your Student Payroll Deduction Agreement will remain active in our payroll system until you request that it be canceled.

What should I do if my tuition bill is paid in full, my employment situation changes, and/or I wish to cancel my agreement?

If your tuition bill is paid in full, your Student Payroll Deduction Agreement will remain active and future monthly paychecks will continue to be applied to your tuition bill creating a credit balance.

If your employment situation changes (change in number of hours you're working, loss or acquisition of employment, etc.), you may wish to re-evaluate this agreement and make changes to the agreement, if necessary. If you do not anticipate that you will be able to pay your remaining tuition bill via this agreement, you are encouraged to consult with the Business Office personnel to make other arrangements.

All changes to the agreement must be in writing. You will need to provide the Student Employment Office with the new terms of the agreement by completing a new "Student Payroll Deduction Agreement" form. Please be sure to sign and date the agreement form.

You will also need to complete a new “Student Payroll Deduction Agreement” form when you wish to cancel your agreement. Please check the “0%” box on the form.

All changes and cancelations must be submitted to the Student Employment Office prior to the first business day of the month in which you would like your change/cancelation of the agreement to be effective.