

Wartburg College
Student Wage Payment Options
Frequently Asked Questions (FAQs)

Student Wage Payment Arrangements

How often do student employees get paid?

Students are paid on a monthly basis. Student payday is the 15th of each month. If the 15th of the month falls on a Saturday, Sunday, or a holiday, the student payday will be moved up to the preceding business day.

Can I receive my student employment wages in the form of a paper check?

No, Wartburg College no longer processes wages in the form of paper checks. Students are required to sign up to have all of their wages applied to their bank account, student account, or a combination of both.

What are the advantages of receiving my student employment wages via direct deposit to my bank account or applied to my student account via the student payroll deduction agreement?

There are many advantages to receiving your student wages electronically:

- Convenience: Student wages are promptly deposited into a student's bank account or applied to his/her student account the morning of payday granting students immediate access to their wages regardless if they are busy, sick, or away from campus.
- Safe & Reliable: This process eliminates the possibility of lost, stolen, or stale-dated checks. Also, less parties are involved with the electronic processing of wages versus processing paper paychecks.
- Environmentally-Friendly: This cost-effective process greatly diminishes the usage of paper and, in essence, saves trees.

Does it cost anything to sign up for direct deposit or the student payroll deduction agreement?

No, it does not cost anything to sign up for either one of these arrangements.

Once I submit my Direct Deposit information and/or Student Payroll Deduction Agreement, how long will it be before they are effective?

Direct Deposit forms and Student Payroll Deduction Agreements must be submitted to the Student Employment Office prior to the first business day of the month in which students would like them to be effective. Due to Federal holidays and Wartburg College's academic schedule, this deadline may be changed to accommodate the payroll processing schedule. If this is the case, students will be notified in advance.

How will I know how much I was paid each payday?

Students can view their current and past pay stubs at their convenience by logging into the InfoCenter, visiting the Student Employment webpage, and selecting "Pay Stub" from the Quick Links section. The pay stub will provide details on work hours paid, taxes withheld, deductions, and how wages were dispersed. The Student Employment Office no longer prints student pay stubs.

Also, students can verify the portion of their monthly student wages that are applied to their student account via the Student Payroll Deduction Agreement by reviewing their student account statement on my.wartburg.edu or CASHnet.

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

No, a student's FWS award amount is not automatically applied to his/her student account. Students need to work the appropriate number of hours and weeks at the designated their pay rate to earn their full FWS award. Students can decide if they would like to have their Federal Work-Study earnings/student wages applied to their student account by utilizing the Student Payroll Deduction Agreement, deposited into their bank account via direct deposit, or a combination of the two methods.

If I don't work on-campus for several months at a time, what will happen to my direct deposit information and/or my student payroll deduction agreement?

A student's direct deposit information and student payroll deduction agreement will remain active in our payroll system until a student requests that it be cancelled.

Direct Deposit

What is Direct Deposit?

Direct deposit is the electronic transfer of your monthly Wartburg College student wages into your personal checking or savings account at a banking institution of your choice.

Can I set up direct deposit at any bank? If so, how many accounts may I have my student wages distributed to via direct deposit?

Students may set up direct deposit at any banking institution in the United States. Students can elect one account – either savings or checking – with their banking institution of choice.

What is the routing number, and how can I find it?

The routing number, also called the bank's ABA or transit number, is your bank's nine-digit identifying number. It can be found on the bottom left-hand corner of personal checks. If you do not have personal checks, check out your banking institution's website or contact your banking institution directly to acquire their routing number.

Is the documentation verifying my bank's routing number and my account number required?

Yes, this documentation is required and must be submitted along with the Direct Deposit Authorization Form. Wartburg College asks for this documentation to diminish opportunities for data entry errors when these numbers are written on the form, and thus to ensure that students' wages are deposited into their bank accounts each month without error or delay. This documentation is retained in our secure files and only referred back to if a problem does arise with a student's direct deposit information.

What should I do if I change banking institutions, my bank account information changes (i.e. bank merger), and/or I wish to cancel my current payment arrangements?

All changes and cancelations to direct deposit information must be made in writing using the respective Direct Deposit Authorization form and submitted to the Student Employment Office prior to the first business day of the month in which a student would like the change or cancelation of his/her payment arrangement to be effective.

What should I do if I do not see my monthly student wages deposited into my bank account on payday?

If a student is expecting to have student wages deposited into their bank account on a specific payday, he/she should first review their pay stub on InfoCenter to verify he/she was indeed paid. If wages were processed as shown by a current pay stub, he/she should then contact his/her bank to see if their bank can verify the receipt

of his/her wages. If the bank cannot verify the receipt of wages, a student should contact the Student Employment Office.

If a student cannot verify that he/she was paid by reviewing their pay stub, he/she should review his/her timecard with his/her supervisor to confirm that hours were recorded in the respective month. If hours can be verified, but no wages were received, the student should contact the Student Employment Office.

Student Payroll Deduction Agreement

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 a student's monthly Wartburg College student employment wages to be applied towards his/her Wartburg College student account.

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 part of their financial aid package to sign up for this agreement. This agreement will be effective for all student paychecks regardless of FWS eligibility or type of work performed.

How do I determine the percentage to select on the Student Payroll Deduction Agreement?

- Students are encouraged to review their student account to determine the remaining balance that they owe after all financial aid and loan considerations have been applied. The Wartburg College Business Office staff would be happy to assist students and families with determining this balance.
- Students also need to review their financial aid award letter to identify if they were eligible for FWS and determine if it is necessary to apply these wages towards their student account to ensure it is paid in full. The Wartburg College Financial Aid Office staff would be happy to assist students and families with reviewing their financial aid packages and evaluating the impact FWS earnings or student wages, in general, could assist them with paying their student account balance.
- Students lastly need to estimate anticipated student wage earnings for the academic year. How many hours is a student willing to work per week throughout the year? Can the student balance his/her academic commitments along with on-campus employment? Will commitments to extracurricular activities impact their ability to work? A student's employment earnings will be dependent upon his/her hourly pay rate, the number of hours he/she work per week, and the number of weeks he/she anticipates working during the academic year. On average, Wartburg College student employees earn \$2500 during the academic year
- The average Wartburg College student applies 50-75% of their monthly student wages to his/her student account. By selecting 100% on the form, this means that all of a student's wages will be applied toward his/her student account. By selecting 0% on the form, this means that none of a student's wages will be applied to his/her student account.

If I chose to apply less than 100% of my monthly student wages towards my student account, how do I receive the remaining portion of my monthly student wages?

If a student chooses to apply less than 100% of his/her monthly student wages to his/her student account, the student will be required to sign up for direct deposit in order to receive the remaining portion of his/her monthly student wages. Wartburg College no longer processes wages in the form of paper paychecks.

What should I do if my student account situation changes (i.e. tuition bill is paid in full), my employment situation changes (i.e. change in number of work hours, loss or acquisition of employment), and/or I wish to cancel my current payment arrangements?

If a student's student account is paid in full, his/her Student Payroll Deduction Agreement remains active and future student wages earned will continue to be applied to his/her student account creating a credit balance.

If a student's employment situation changes (i.e. change in number of work hours, loss or acquisition of employment, etc.), a student may wish to re-evaluate this agreement and make changes, if necessary. Students are asked to consider the impact any changes to their Student Payroll Deduction Agreement will have on their ability to pay their student account balance in full. The Wartburg College Business Office staff would be happy to assist students with evaluating their unique situations and provide recommendations for changes to their Student Payroll Deduction Agreement.

To cancel a Student Payroll Deduction Agreement, a student must complete a new Student Payroll Deduction Agreement form and select 0% on the form.

All changes and cancelations to student payroll deduction agreements must be made in writing using the respective Student Payroll Deduction Agreement and submitted to the Student Employment Office prior to the first business day of the month in which a student would like the change or cancelation of his/her payment arrangement to be effective.