



Helpful Hints for Student Employees

I-9s for Employment (excludes graduate fellows as fellowship payments are not considered employment)

All newly hired students who will be paid by Rice University for **employment** must complete the Eligibility Verification Form (or Form I-9) with the Payroll Office **prior to the start of work or training**. (This is a requirement of the U.S. Citizenship and Immigration Services (USCIS) and not of Rice University.)

Newly hired students need to either visit the Payroll Office or attend an I-9 workshop to complete the I-9 requirement. Students must present to Payroll staff **original, unexpired document(s)** at this time. Payroll staff will be available during office hours, Monday – Friday from 10 a.m. – 4 p.m.

Payroll Schedules

Graduate (GR): Graduate students paid a stipend for their graduate program are paid on the fifteenth and last day of the month. If the normal pay date falls on a weekend or a holiday, the pay date will be the last business day prior to the weekend or holiday. Salary is paid current; therefore, pay received on the fifteenth includes salary for the first through the fifteenth of the month. There are 24 semi-monthly pays in a calendar year.

Student (B2): Nonexempt employees (all undergraduate students and graduate student with secondary jobs outside of their graduate program stipend) are paid every other Friday. Hours are paid on the Friday following the end of the 2-week pay period. If the normal pay date falls on a holiday, the pay date will be the last business day prior to the weekend or holiday. There are typically 26 bi-weekly pays in a calendar year.

Web Time Entry

Students (all undergrads and graduates with secondary positions outside of the graduate program stipend) are nonexempt employees (paid by the hour) based on criteria determined by the U.S. Department of Labor. These students **report their hours electronically through ESTHER at Employee > Web Time Sheet (for Non-Exempt Employees)**. Students will be able to access their time entry immediately after the hiring form obtains all of the appropriate approvals. **NOTE**: Hiring departments complete the hiring form.

W-4 (Federal Tax Withholding)

Students have the option to complete Form W-4 (located at the following link) and submit to the Payroll Office. If no W-4 form is submitted to the Payroll Office, students will be taxed at the highest rate – single status with zero withholding allowances. http://professor.rice.edu/uploadedFiles/Professor/Finance/Controllers_Office/fw4.pdf. **NOTE**: Foreign nationals should delay completion of the W-4, as they may need to submit additional visa/immigration information to determine eligibility for completing the W-4.

Direct Deposit

Students submit their direct deposit information electronically through ESTHER at Employee > Payroll Information > Direct Deposit Allocation similar to faculty and staff. **Students need to provide this information through ESTHER when they complete the I-9 with Payroll (or 2 business days prior to the first pay date for graduate fellows)**. Otherwise, students will be enrolled in Rice's payroll card (or prepaid debit card) program.

Foreign Nationals

Foreign nationals will receive an email (from payroll@rice.edu) with login credentials so employee can provide immigration information and travel history through the Foreign National Information System (FNIS). This information enables us to determine tax status and also to comply with U.S. withholding and reporting requirements.

Contact Us:

Tel: (713) 348-3410

Fax: (713) 348-5181

Email: payroll@rice.edu

Walk-In Hours:

Monday – Friday, 10 a.m. – 4 p.m.

Current Location: Memorial Hermann Medical Plaza, Suite 2650

NEW Location (as of 10/09/17): Cambridge Office Building, 2nd floor