DEPARTMENTS:

All student jobs terminate May 11th 2013.

All timesheets for the 2013 academic year should be in the payroll office by Friday May 10th at noon.

If your students are going to continue working this summer you must submit a summer SPAF.

Remember also that work study can not be paid outside the academic year of the award.

Contact payroll:

Phone 713-348-3410
Fax 713-348-5181
Email payroll@rice.edu
Campus Mail MS-71

Fiscal Year End Preparation

FY 13 ends on 6/30/13

The payroll office ask that you diligently begin working on year end processes. It is very important that you complete your processes in a timely manner.

Electronic Timesheet Population

33%

B2 Biweekly (Staff)

That represents 18,030 hours of time that payroll didn't have to enter manually for B2-10*

36%

B1 Biweekly (Student)

That represents 2,577 hours of time that payroll didn't have to enter manually for B1-09*

This information represents the amount of employees on web time entry vs. paper timesheets.

* for most recent payrolls processed