Payroll Helpful Hints for New Employees

Payroll Schedules
Semi-monthly (SM): Faculty and exempt employees are paid on the fifteenth and last days 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.

Bi-weekly (B2): Nonexempt employees 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.

W-4 (Federal Tax Withholding)
Employees submit their W-4 information electronically through ESTHER at Employee > Tax Forms > W4 Tax Exemptions or Allowances. **NOTE**: Foreign nationals should delay completion of the W-4, as they may need to provide additional visa/immigration information to determine eligibility for completing the W-4.

Direct Deposit
Employees submit their direct deposit information electronically through ESTHER at Employee > Payroll Information > Direct Deposit Allocation. **This information needs to be provided through ESTHER within 5 days of hire or 2 business days before the first pay, whichever is earlier.** Otherwise, employees will be enrolled in Rice’s payroll card (or prepaid debit card) program.

Web Time Entry (WTE)
Nonexempt staff report their time electronically through ESTHER at Employee > Web Time Sheet (for Non-Exempt Employees). Employees will be able to access their WTE timesheets immediately after Payroll processes their hiring form. New hires can expect for their timesheet to appear by no later than the second Friday of the current pay period.

- Report all hours worked on the actual date worked rounded to the nearest quarter hour.
- Nonexempt staff must submit their timesheets by **11 a.m. on the Monday following the end of the 2-week pay period**.

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 to comply with U.S. withholding and reporting requirements.

For more payroll-related information, refer to the payroll website – [http://professor.rice.edu/professor/Payroll3.asp](http://professor.rice.edu/professor/Payroll3.asp)

Contact Us:
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Walk-In Hours:
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