

Payroll Information

Payroll Basics & Guidelines

This is your go-to guide for everything you need to know about getting paid at Arkansas State University!

Inside, you'll find important details on payroll schedules, pay period dates, and key deadlines to help ensure timely and accurate payment. We'll also cover deferred pay options and explain the maximum working hours allowed for different employment types, including adjuncts, part-time student workers, graduate assistants, and full-time employees.

Whether you're new to campus or just need a refresher, this section helps keep your paycheck on track!

Have questions or need a hand?

Email us at payroll@AState.edu or give us a call at 870-972-3454.

We're just a message or ring away — and happy to help!

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Payroll Schedule

When is pay day?

Payments take place on the 15th and final day of each month whenever possible. If the 15th or final day of a month falls on a weekend or a Federal/bank holiday, that pay day will be moved **backwards** on the calendar to the next applicable **business** day.

When will I get paid?

All employees are paid on a semi-monthly schedule with pay dates on the 15th and last working day of the month.

The payroll process begins five to six days prior to the actual payday. Any changes to pay, ad hoc salary changes, promotions, or deductions must be submitted using the appropriate EPAF no later than the published date listed on the **payroll calendar**.

Faculty are paid according to their contract as 9-month (18 pay periods) or 12-month (24 pay periods) employees.

I am a full-time employee - when will I get paid?

Full-Time employees are paid in real-time. This means that they receive payment for the work they perform during a given pay period **at the end of that pay period**.

For example:

Pay period: 1/1/2025 – 1/15/2025

Payment date: 1/15/2025

I am a student worker or part-time employee - when will I get paid?

Hourly Employees are paid in arrears on a semi-monthly schedule (24 pay periods) with pay dates on the 15th and last working day of the month. Time turned in for the first through the fifteenth is paid on the last working day of the month. Time turned in for the sixteenth through the last day of the month is paid on the fifteenth of the following month.

For example:

Pay period: 1/1/2025 – 1/15/2025

Payment date: 1/31/2025

Time is entered using Banner Time Entry. Time sheets must be submitted and approved by the day after the time period closes.

More questions about when you will be paid? Contact Payroll Services!

? A-State Payroll

? 870-972-3454

? payroll@astate.edu

Pay Period Dates

Pay periods for both Faculty, Full-Time Staff (paid semi-monthly), and Hourly employees are listed below.

Full Time Employees					Hourly Employees		
Leave Start Date	Leave Date	End Date	Pay Period		Time Start Date	Time End Date	Pay Period
7/1/26		7/15/26	1		6/16/26	6/30/26	1
7/16/26		7/31/26	2		7/1/26	7/15/26	2
8/1/26		8/15/26	3		7/16/26	7/31/26	3
8/16/26		8/31/26	4		8/1/26	8/15/26	4
9/1/26		9/15/26	5		8/16/26	8/31/26	5
9/16/26		9/30/26	6		9/1/26	9/15/26	6
10/1/26		10/15/26	7		9/16/26	9/30/26	7
10/16/26		10/31/26	8		10/1/26	10/15/26	8
11/1/26		11/15/26	9		10/16/26	10/31/26	9
11/16/26		11/30/26	10		11/1/26	11/15/26	10
12/1/26		12/15/26	11		11/16/26	11/30/26	11
12/16/26		12/31/26	12		12/1/26	12/15/26	12
1/1/27		1/15/27	13		12/16/26	12/31/26	13
1/16/27		1/31/27	14		1/1/27	1/15/27	14
2/1/27		2/15/27	15		1/16/27	1/31/27	15
2/16/27		2/28/27	16		2/1/27	2/15/27	16
3/1/27		3/15/27	17		2/16/27	2/28/27	17
3/16/27		3/31/27	18		3/1/27	3/15/27	18
4/1/27		4/15/27	24		3/16/27	3/31/27	24
4/16/27		4/30/27	24		4/1/27	4/15/27	24
5/1/27		5/15/27	25		4/16/27	4/30/27	25
5/16/27		5/31/27	25		5/1/27	5/15/27	25

6/1/27	6/15/27	23		5/16/27	5/31/27	23
6/16/27	6/30/27	24		6/1/27	6/15/27	24

Payroll Deadlines

When is my Timesheet due? Full-Time Employee Time Sheet Deadlines:

Full Time Employees Time Sheets Dates		Must be Submitted by 7:00 pm	Must be Approved by 6:00 pm
6/30/2025	7/6/2025	7/7/2025	7/8/2025
7/7/2025	7/13/2025	7/14/2025	7/15/2025
7/14/2025	7/20/2025	7/21/2025	7/22/2025
7/21/2025	7/27/2025	7/28/2025	7/29/2025
7/28/2025	8/3/2025	8/4/2025	8/5/2025
8/4/2025	8/10/2025	8/11/2025	8/12/2025
8/11/2025	8/17/2025	8/18/2025	8/19/2025
8/18/2025	8/24/2025	8/26/2025	8/27/2025
8/25/2025	8/31/2025	9/2/2025	9/3/2025
9/1/2025	9/7/2025	9/8/2025	9/9/2025
9/8/2025	9/14/2025	9/15/2025	9/16/2025
9/15/2025	9/21/2025	9/22/2025	9/23/2025
9/22/2025	9/28/2025	9/29/2025	9/30/2025
9/29/2025	10/5/2025	10/6/2025	10/7/2025
10/6/2025	10/12/2025	10/13/2025	10/14/2025
10/13/2025	10/19/2025	10/20/2025	10/21/2025
10/20/2025	10/26/2025	10/27/2025	10/28/2025

10/27/2025	11/2/2025	11/3/2025	11/4/2025
11/3/2025	11/9/2025	11/10/2025	11/11/2025
11/10/2025	11/16/2025	11/17/2025	11/18/2025
11/17/2025	11/23/2025	11/24/2025	11/25/2025
11/24/2025	11/30/2025	12/1/2025	12/2/2025
12/1/2025	12/7/2025	12/8/2025	12/9/2025
12/8/2025	12/14/2025	12/15/2025	12/16/2025
12/15/2025	12/21/2025	12/22/2025	12/23/2025
12/22/2025	12/28/2025	1/5/2026	1/6/2026
12/29/2025	1/4/2026	1/5/2026	1/6/2026
1/5/2026	1/11/2026	1/12/2026	1/13/2026
1/12/2026	1/18/2026	1/19/2026	1/20/2026
1/19/2026	1/25/2026	1/26/2026	1/27/2026
1/26/2026	2/1/2026	2/2/2026	2/3/2026
2/2/2026	2/8/2026	2/9/2026	2/10/2026
2/9/2026	2/15/2026	2/16/2026	2/17/2026
2/16/2026	2/22/2026	2/23/2026	2/24/2026
2/23/2026	3/1/2026	3/2/2026	3/3/2026
3/2/2026	3/8/2026	3/9/2026	3/10/2026
3/9/2026	3/15/2026	3/16/2026	3/17/2026
3/16/2026	3/22/2026	3/23/2026	3/24/2026
3/23/2026	3/29/2026	3/30/2026	3/31/2026
3/30/2026	4/5/2026	4/6/2026	4/7/2026

4/6/2026	4/12/2026	4/13/2026	4/14/2026
4/13/2026	4/19/2026	4/20/2026	4/21/2026
4/20/2026	4/26/2026	4/27/2026	4/28/2026
4/27/2026	5/3/2026	5/4/2026	5/5/2026
5/4/2026	5/10/2026	5/11/2026	5/12/2026
5/11/2026	5/17/2026	5/18/2026	5/19/2026
5/18/2026	5/24/2026	5/25/2026	5/26/2026
5/25/2026	5/31/2026	6/1/2026	6/2/2026
6/1/2026	6/7/2026	6/8/2026	6/9/2026
6/8/2026	6/14/2026	6/15/2026	6/16/2026
6/15/2026	6/21/2026	6/22/2026	6/23/2026
6/22/2026	6/28/2026	6/29/2026	6/30/2026
6/29/2026	7/5/2026	7/6/2026	7/7/2026
5/18/2026	5/24/2026	5/25/2026	5/26/2026
5/25/2026	5/31/2026	6/1/2026	6/2/2026
6/1/2026	6/7/2026	6/8/2026	6/9/2026
6/8/2026	6/14/2026	6/15/2026	6/16/2026
6/15/2026	6/21/2026	6/22/2026	6/23/2026
6/22/2026	6/28/2026	6/29/2026	6/30/2026
6/29/2026	7/5/2026	7/6/2026	7/7/2026

Hourly Employee Time Sheet Deadlines

Hourly Time Sheet Dates		Must be Submitted by 5:00 PM	Must be Approved by 5:00 PM
6/16/2025	6/30/2025	7/1/2025	7/2/2025

7/1/2025	7/15/2025	7/16/2025	7/17/2025
7/16/2025	7/31/2025	8/1/2025	8/4/2025
8/1/2025	8/15/2025	8/18/2025	8/19/2025
8/16/2025	8/31/2025	9/2/2025	9/3/2025
9/1/2025	9/15/2025	9/16/2025	9/17/2025
9/16/2025	9/30/2025	10/1/2025	10/2/2025
10/1/2025	10/15/2025	10/16/2025	10/17/2025
10/16/2025	10/31/2025	11/3/2025	11/4/2025
11/1/2025	11/15/2025	11/17/2025	11/18/2025
11/16/2025	11/30/2025	12/1/2025	12/2/2025
12/1/2025	12/15/2025	12/16/2025	12/17/2025
12/16/2025	12/31/2025	1/5/2026	1/6/2026
1/1/2026	1/15/2026	1/16/2026	1/19/2026
1/16/2026	1/31/2026	2/2/2026	2/3/2026
2/1/2026	2/15/2026	2/16/2026	2/17/2026
2/16/2026	2/28/2026	3/2/2026	3/3/2026
3/1/2026	3/15/2026	3/16/2026	3/17/2026
3/16/2026	3/31/2026	4/1/2026	4/2/2026
4/1/2026	4/15/2026	4/16/2026	4/17/2026
4/16/2026	4/30/2026	5/1/2026	5/2/2026
5/1/2026	5/15/2026	5/18/2026	5/19/2026
5/16/2026	5/31/2026	6/1/2026	6/2/2026
6/1/2026	6/15/2026	6/16/2026	6/17/2026
6/16/2026	6/30/2026	7/1/2026	7/2/2026
7/1/2026	7/15/2026	7/16/2026	7/17/2026

When are EPAFs due? EPAF Deadlines:

	Employee Personnel Action Form (EPAF) due to:			
Pay Date	ABI	Grants	Budget	Payroll
7/15/26	7/2/26	7/5/26	7/6/26	7/7/26
7/31/26	7/16/26	7/19/26	7/21/26	7/22/26

8/14/26	8/3/26	8/4/26	8/6/26	8/7/26
8/31/26	8/17/26	8/18/26	8/19/26	8/20/26
9/15/26	9/2/26	9/3/26	9/4/26	9/8/26
9/30/26	9/16/26	9/17/26	9/18/26	9/21/26
10/15/26	10/6/26	10/7/26	10/8/26	10/9/26
10/30/26	10/16/26	10/19/26	10/20/26	10/21/26
11/13/26	11/2/26	11/3/26	11/4/26	11/5/26
11/30/26	11/16/26	11/17/26	11/18/26	11/19/26
12/15/26	12/2/2026	12/3/2026	12/4/2026	12/7/2026
12/18/26	12/2/2026	12/3/2026	12/4/2026	12/7/2026
1/15/27	1/5/2026	1/6/2027	1/7/2027	1/8/2027
1/29/27	1/12/2027	1/13/2027	1/14/2027	1/18/2026
2/12/27	2/2/2027	2/3/2027	2/4/2027	2/5/2027
2/26/27	2/9/2027	2/10/2027	2/11/2027	2/12/2027
3/15/27	3/1/2027	3/2/2027	3/3/2027	3/4/2027
3/31/27	3/16/2027	3/17/2027	3/18/2027	3/19/2027
4/15/27	4/2/2027	4/5/2027	4/6/2027	4/7/2027
4/30/27	4/13/2027	4/14/2027	4/15/2027	4/19/2027
5/14/27	5/3/2027	5/4/2027	5/5/2027	5/6/2027
5/28/27	5/18/2027	5/19/2027	5/20/2027	5/21/2027
6/15/27	6/2/2027	6/3/2027	6/4/2027	6/7/2027
6/30/27	6/15/2027	6/16/2027	6/17/2027	6/18/2027

When is my Leave Report due? Leave Report Deadlines:

Leave Reports for the Time Period		Must be Submitted by 5:00 PM	Must be Approved by 5:00 PM
7/1/2026	7/15/2026	7/16/2026	7/17/2026
7/16/2026	7/31/2026	8/3/2026	8/4/2026
8/1/2026	8/15/2026	8/17/2026	8/18/2026
8/16/2026	8/31/2026	9/1/2026	9/2/2026
9/1/2026	9/15/2026	9/16/2026	9/17/2026
9/16/2026	9/30/2026	10/1/2026	10/2/2026
10/1/2026	10/15/2026	10/16/2026	10/19/2026
10/16/2026	10/31/2026	11/2/2026	11/3/2026
11/1/2026	11/15/2026	11/16/2026	11/17/2026
11/16/2026	11/30/2026	12/1/2026	12/2/2026
12/1/2026	12/15/2026	12/16/2026	12/17/2026
12/16/2026	12/31/2026	1/4/2027	1/5/2027
1/1/2027	1/15/2027	1/18/2027	1/19/2027
1/16/2027	1/31/2027	2/1/2027	2/2/2027
2/1/2027	2/15/2027	2/16/2027	2/17/2027
2/16/2027	2/28/2027	3/1/2027	3/2/2027
3/1/2027	3/15/2027	3/16/2027	3/17/2027
3/16/2027	3/31/2027	4/1/2027	4/2/2027
4/1/2027	4/15/2027	4/16/2027	4/19/2027
4/16/2027	4/30/2027	5/3/2027	5/4/2027
5/1/2027	5/15/2027	5/17/2027	5/18/2027
5/16/2027	5/31/2027	6/1/2027	6/2/2027
6/1/2027	6/15/2027	6/16/2027	6/17/2027
6/16/2027	6/30/2027	7/1/2027	7/2/2027

Questions about Payroll Deadlines?

? A-State Payroll

? 870-972-3454

? payroll@astate.edu

Direct Deposit

How can I change my direct deposit information?

Please contact Payroll Services at payroll@astate.edu to request a new form, which will be assigned in the Taleo Talent Center.

If you are having trouble getting into the Taleo Talent Center - please contact [Human Resources](#).

When can I change my direct deposit information?

You can update your direct deposit at any time! Please notify [Payroll Services](#) as soon as possible to begin the update process. Your account must go through a verification process before a payment can be deposited, which can take several days.

What if an immediate change is needed for direct deposit?

Your account must go through a verification process before a payment can be deposited. If payroll is unable to verify the new information in time for payment, a paper check can be issued for that payroll.

If the employee is unable to provide accurate account information, a Focus Card can be issued to the employee for direct deposit.

Can my paycheck be deposited into multiple accounts?

Absolutely! Please contact [Payroll Services](#) to request a direct deposit form, which will be assigned in the Taleo Talent Center.

If you are having trouble getting into the Taleo Talent Center - please contact [Human Resources](#).

More questions regarding your direct deposit? Contact our Payroll Services Department.

? Email us at payroll@AState.edu or give us a call at 870-972-3454.

Deferred Pay

Arkansas State University offers the option for permanent 9-month faculty to set aside salary for the summer months.

Plan Summary:

The Twelve Month Option Plan provides a method for faculty on permanent 9-month appointments to spread their academic year salary over 12 months. The total amount deferred will be paid out in accordance with the standard distribution schedule:

Appointment	Appointment Start Date	Defer/Appointment Period	Payout Period	First Pay Date
9 month	08/16	08/16 - 05/15	05/16 - 08/15	8/31

Participation in the plan is available to **permanent** faculty with this appointment date only. Temporary faculty are not eligible for this option. The election applies only to base pay from the academic appointment. A faculty member's appointment and his or her total salary amount is not changed or affected by an election to receive salary over a 12-month period. Deductions will be processed over twelve months.

When a faculty member elects to receive salary over twelve months, he or she agrees to certain conditions as stated on the election form. These conditions should be studied carefully before the form is signed and submitted. For additional information, please see the list of Frequently Asked Questions below.

Note: Interest will not be paid on the deferred amount.

How does electing deferred pay affect my taxes?

The deferred funds are not taxed until the summer months. The deferred amount will be included on tax statements during the tax year it is paid, not in the tax year it is earned.

IMPORTANT: If for any reason a faculty member's employment with A-State terminates before the deferred contract ends, all monies that have been deferred are paid in a lump sum. Federal and State taxes will be calculated on the full amount and the tax implication can be significant.

When is my deferred pay request form due?

To enroll in the plan, the faculty member will complete and sign the Twelve Month Pay Authorization and Agreement form. The [authorization form](#) must be submitted to the Payroll Services office by July 1st. Enrollment in the plan becomes effective at the beginning of the plan year (August 16th).

Can I cancel my deferred pay election?

Election to participate in the plan is irrevocable during the plan year. Pay out prior to the standard distribution schedule may be made only in the event of the faculty member's termination, disability or death. Under current federal tax regulations, these restrictions are necessary in order for the payments to be taxed when received by the employee. An election will remain in effect each year until it is changed. Once enrolled, the plan continues in effect until the faculty member withdraws from the plan at the end of the plan year or resigns from the university. If a participating faculty member passes away, the money accumulated in the redistribution pay account will be paid to their estate, according to normal payroll policies and procedures.

When a faculty member retires or resigns their position before the end of the academic year or at the end of the academic year, the deferral process ends and all monies set aside are paid in full. In this case, formal withdrawal from the program is not necessary.

However, for continuing faculty, a written request to withdraw from the program is required. These faculty members should complete a new Twelve Month Pay Authorization and Agreement form and select the *"Please stop deferral"* box. This form must be completed and returned to the Payroll Services by July 1st for the agreement period beginning August 16. Termination will be effective at the end of the plan year on August 15 and the employee's salary will revert back to a standard distribution effective August 16.

Frequently Asked Questions

The Twelve Month Deferral Option Plan allows faculty under a 9 month appointment to spread the payment of wages you earn during your appointment period over 12 months (24 pay periods).

For example, assume your annual compensation for a 9-month academic year is \$54,000. Your typical semi-monthly gross pay as a 9-month faculty is \$3,000 per pay period for 18 pay periods (\$54,000/18). If you choose to be paid over 24 pay periods, your monthly gross pay would be \$2,250 (\$54,000/24). The amount deferred for the first 18 pay periods is \$750 per pay period (\$3,000 - \$2,250) which is then paid out during the summer, over the last 6 pay periods.

1. A faculty member who provides service for 9 months but is paid over 12 months (9/12) is employed beginning in August. Must the employee be paid out in 18 equal installments?

No, the decision to be paid out over 18 pay periods or 24 pay periods is the employee's decision.

2. When does the 9 month deferred pay begin?

The 9 month deferred pay begins the same pay date as the 9 month regular pay (August 16th). It will continue for 24 pay dates.

3. What if I decide in the middle of the year that I want to stop my deferral?

Your election for the academic year is irrevocable after the commencement of the academic year. This is per the Internal Revenue Code - IRC 409A.

4. If I elect to defer pay, how will this affect my benefit deductions?

Benefit deductions (i.e. medical, dental, etc.) will be deducted over the entire 12 months instead of 9 months. Retirement deductions and university contributions to retirement as well as tax withholdings will be based on wages paid, not wages earned.

5. How will any summer or additional assignments affect my 9 month deferral?

Your summer assignment or any additional service assignments during the 9 month academic year are not part of your deferred compensation. Only your primary 9 month assignment is eligible for deferral.

6. How will electing deferred pay affect my taxes?

Your tax withholdings will continue to be based on the latest W-4 A-State has on file for you and will be calculated on the amount of wages paid, not the amount earned. Your W-2 will reflect only wages paid during the calendar year, not the wages earned or deferred.

7. Will I need to complete a deferred pay election form every year?

Your election will remain in effect unless you complete a request to cancel prior to July 1st of the new academic year.

8. What if my faculty assignment ends on May 15th?

Any earned but unpaid compensation will be paid in a lump sum, less any applicable deductions in the next payroll cycle. (If you have questions concerning your benefits and their end date(s) please contact Payroll at 870-972-3454.)

9. What if my faculty assignment ends prior to May 15th?

Any earned but unpaid compensation will be paid in a lump sum, less any applicable deductions in the next payroll cycle. (If you have questions concerning your benefits and their end date(s) please contact Payroll at 870-972-3454.)

10. Where should I submit my deferred pay election or cancellation form?

The election or cancellation form should be submitted to Payroll Services. The office is located in the Administration Building.

More Questions about Deferred Pay?

A-State Payroll
870-972-3454
payroll@astate.edu

Maximum Working Hours - Adjunct Faculty

Maximum Working Hours for Employees who are in a Position that is not Benefits Eligible

In accordance with the Patient Protection and Affordable Care Act, the Arkansas State University System has revised the Operating Procedure regarding the maximum working hours for Employees who are in a position that is not benefits eligible. The revised procedure is effective July 1, 2013.

This applies to adjunct faculty, part-time students, part-time non-students, and graduate assistants.

[View the Operating Procedure here!](#)

Frequently Asked Questions about Maximum Working Hours for Adjunct Faculty:

What is the maximum number of course credit hours that an Adjunct Faculty member can teach?

An Adjunct Faculty employee can teach a maximum of nine (9) course hours per 1 semester. If an Adjunct Faculty member is teaching at separate campuses within the ASU System, the course hours are combined and count toward the total maximum of nine (9) course hours per 1 semester.

I have an Adjunct Faculty employee who teaches a course at another campus and will also teach at ASU-Jonesboro (ASUJ). Do these hours count against the total maximum of nine (9) course hours per semester?

Yes. If an Adjunct Faculty member is teaching at separate ASU campuses, the course hours are combined and count toward the total maximum of nine (9) course hours per 1 semester.

For example: An adjunct could therefore teach nine (9) hours for ASUJ, but would not be able to teach adjunct at other ASU campuses. Another example - They could also teach six hours (6) hours at ASUJ and three (3) hours at another ASU campus. Any employee working at more than one Arkansas college, university, or state agency must receive approval for their concurrent employment.

Does this have an impact on full-time faculty overloads?

No, this should have no impact on full-time positions that are benefits-eligible. The sole intent of this Operating Procedure is to limit employees who are in a position that is not benefits eligible from working hours beyond what is allowed under the PPACA without providing health insurance coverage.

How are semester hours defined for Adjunct Faculty?

Semesters are defined as follows:

Spring January 1 – May 15

Summer May 16 – August 15

Fall August 16 – December 31

How do you convert course hours to a work week?

The IRS suggests that we count credit hours. For every credit hour you are assigned three (3) hours of work per course hour. For example, if the Adjunct teaches a four (4) hour credit course, that would count as twelve (12) hours of work per work week.

How will Adjunct Faculty hours be monitored?

Adjuncts must be assigned as instructors to a course through the BANNER system. Utilize the BANNER screen SSASECT to assign an instructor to a course.

What if we have an Adjunct Faculty member who teaches at another institution outside the ASU system? Does this count toward the total maximum of nine (9) course hours?

No. However, if an Adjunct teaches at another institution of higher education or other state agency, the concurrent service must be approved by the State Office of Personnel Management prior to beginning employment. Contact the Human Resources Department for additional information.

More questions about maximum working hours?

A-State Human Resources / Payroll

870-972-3454

hr@astate.edu or payroll@astate.edu

Maximum Working Hours - Part Time Employees

Maximum Working Hours for Employees who are in a Position that is not Benefits Eligible

In accordance with the Patient Protection and Affordable Care Act, the Arkansas State University System has revised the Operating Procedure regarding the maximum working hours for Employees who are in a position that is not benefits eligible. The revised procedure is effective July 1, 2013.

This applies to adjunct faculty, part-time students, part-time non-students, and graduate assistants.

[View the Operating Procedure here!](#)

Frequently Asked Questions about Maximum Working Hours for Part-Time Employees:

How many hours can a part-time employee work per week?

A work week is defined as Monday through Sunday. Part-time employees, including student workers, can work a maximum of 28 hours per work week.

Can a part-time employee work over 28 hours per work week?

A part-time employee cannot work more than 28 hours per work week.

How many hours can an international student employee (F-1 or J-1 student visa holder) work per week?

Federal immigration and labor laws require that non-U.S. citizen student employees work:

- No more than 20 hours per work week when currently enrolled in classes.
- No more than 28 hours per work week during the official school break during the summer.

Students cannot be enrolled in class to be able to work the 28 hours in summer during school breaks.

If a part-time employee works in another department on the A-State campus, how many hours can they work?

Part-time non-student employees can only work a maximum total of 28 hours across campus.

If a part-time employee does not work the maximum hours during the current week, can the hours be carried over to the following work week?

No, hours cannot be carried over to other weeks. For example, if an employee works twelve (12) hours this week, they cannot carry the remaining hours over to the next week, as it would cause them to work over the total maximum of 28 hours per work week.

We have previously paid part-time employees a flat amount for work performed. Can this be continued?

No. If an individual is not a full-time employee, you will no longer be able to pay the employee a flat amount. All part-time employees will be paid on an hourly basis and required to enter their hours worked via Banner Time Entry.

Will all part-time employees be required to use Banner Time Entry?

Yes. Please remember that hourly employees are paid in-arrears (i.e. time entered for July 1-15 is paid on July 31).

How will hours be monitored?

Part-time employees will track their hours worked through Banner Time Entry. Supervisors are responsible for approving employee time each week.

How is the hourly rate of pay determined for part-time employees?

The hourly rate of pay for part-time non-student employees is based on the job duties and responsibilities and paid in accordance with the State Pay Plan. An hourly rate of pay should not be disclosed to a prospective employee until confirmation has been received from the Human Resources Department.

More questions about maximum working hours?

A-State Human Resources / Payroll
870-972-3454

hr@astate.edu or payroll@astate.edu

Maximum Working Hours - Graduate Assistants

Maximum Working Hours for Employees who are in a Position that is not Benefits Eligible

In accordance with the Patient Protection and Affordable Care Act, the Arkansas State University System has revised the Operating Procedure regarding the maximum working hours for Employees who are in a position that is not benefits eligible. The revised procedure is effective July 1, 2013.

This applies to adjunct faculty, part-time students, part-time non-students, and graduate assistants.

[View the Operating Procedure here!](#)

Frequently Asked Questions about Maximum Working Hours for Graduate Assistants:

How many hours can a graduate assistant work per week?

Graduate Assistants are currently limited to 20 hours per work week (Monday-Sunday).

How many hours can an international student employee (F-1 or J-1 student visa holder) work per week?

Federal immigration and labor laws require that non-U.S. citizen student employees work:

- No more than 20 hours per work week when currently enrolled in classes.
- No more than 28 hours per work week during the official school break during the summer.

Students cannot be enrolled in class to be able to work the 28 hours in summer during school breaks.

How are Graduate Assistant educational hours separate from work hours?

The University recognizes that the student may have research that supports their educational experience outside of the twenty (20) hour work week. Those unpaid research hours will not affect the 20 hour per week maximum working hours.

We have previously paid graduate assistants a flat amount for work performed. Can this be continued?

Yes, graduate assistants may be paid a flat amount.

Will graduate assistants be required to use Banner Time Entry?

No. The department will define the number of hours scheduled based upon the Graduate Assistant's job duties and responsibilities, and will keep an internal record of the hours worked via a paper timesheet.

More questions about maximum working hours?

A-State Human Resources / Payroll
870-972-3454

hr@astate.edu or payroll@astate.edu

Tax Forms

How can I update my Federal and State Tax Forms?

Please contact Payroll Services at payroll@astate.edu to request a new form, which will be assigned in the Taleo Talent Center.

If you are having trouble getting into the Taleo Talent Center - please contact [Human Resources](#).

I have questions about how to fill out my W-4 (federal or state tax form). Who should I contact?

For advice about your federal and state tax forms, please contact a tax professional. The A-State Payroll Services Department cannot give tax guidance.

How can I access my W-2?

If you are a current employee and you have elected electronic delivery, please follow the instructions below:

- Log in to [Pack Portal](#)
- Select the Self Service Banner or Banner Employee link
- Select the Taxes menu option
- Click **W-2 Wage and Tax Statement**
- Select the Tax Year
- Click the Display button

To print your W-2:

- Click the Printable W-2 button at the bottom of the screen. Your full W-2 will be displayed.
- Use the print option in your browser to print.

If you **did not** elect for electronic delivery, you should receive your W-2 in the mail.

Can I view W-2s for past years?

Yes, you can always view and print historical W-2s by following the instructions above and changing the Tax Year.

My address has changed. How can I receive my W-2?

Please contact Payroll@AState.edu or 870-972-3454 to update your address and request a new W-2.

I no longer work for A-State. How can I receive my W-2?

Please contact Payroll@AState.edu or 870-972-3454 to request your W-2.

How can I access my 1095-C?

If you are a current employee and have elected electronic delivery, please follow the instructions below:

- Log in to [Pack Portal](#)
- Select the Self Service Banner or Banner Employee link
- Select the Taxes menu option
- Click **1095 Employer Provided Health Insurance Offer and Coverage Statement**
- Select the Tax Year
- Click the Display button

To print your 1095-C:

- Click the Printable 1095-C button at the bottom of the screen. Your full 1095-C will be displayed.
- Use the print option in your browser to print.

If you **did not** elect for electronic delivery, you should receive your 1095-C in the mail.

Can I view 1095-Cs for past years?

Yes, you can always view and print historical 1095-Cs by following the instructions above and changing the Tax Year.

My address has changed. How can I receive my 1095-C?

Please contact Payroll@AState.edu or 870-972-3454 to update your address and request a new 1095-C.

I no longer work for A-State. How can I receive my 1095-C?

Please contact Payroll@AState.edu or 870-972-3454 to request your 1095-C.

More questions about tax forms?

A-State Payroll

870-972-3454

payroll@astate.edu