

MANUAL  Student Employment Office Office of Career Services	SECTION  Offices Associated with Student Employment	PAGE  1 / 1
SUBJECT  <b><i>Payroll Services</i></b>		REVISED

The Payroll Services Office, a division of the Office of Business Affairs, is responsible for the following functions:

1. Collecting and processing Standard Time Reports and Time Report Adjustments.
2. Distributing payroll checks to the representative of the employing department or to a bank participating in the Direct Deposit Program.
3. Distributing W-2 information to student employees.