



**WINSTON-SALEM**  
STATE UNIVERSITY

## **Student Work Study FAQ's**

### **Payroll Services**

Eller Hall, Room 114

Phone: (336)750-2820

Email: [2payroll@wssu.edu](mailto:2payroll@wssu.edu)

## **You've got Questions, We've got Answers!**

**Question:** How do I enter my time worked?

**Answer:** You will enter any time worked via Banner Rams as [Web-Time Entry](#). Once you have accessed your timesheet, enter your time worked.

**Question:** What if I cannot access my timesheet?

**Answer:** If your timesheet cannot be accessed, please notify your supervisor immediately. You may also contact the Office of Information and Technology Department (OIT).

### **Information Technology (OIT)**

E.J. Computer Science Bldg. 1206  
601 S. MLK Jr. Drive  
Winston-Salem, NC 27110  
(336) 750-2092

**Question:** What if I forgot to enter my time worked and missed the deadline to submit my timesheet to my supervisor?

**Answer:** Contact your supervisor immediately and submit a [late timesheet](#) (Desktop only link).

**Question:** I don't like to submit my time via Web-Time Entry. Can I just submit a late timesheet every two weeks?

**Answer:** No! **It is the responsibility of the employee (you), to ensure that your Web-Time Entry is completed and submitted to your supervisor by the appropriate deadline. Late Timesheets are for missed time periods only. Failure to submit time via Web- Time Entry may result in not getting paid on that pay period date.**

**Question:** When am I supposed to submit my timesheet to my supervisor?

**Answer:** Please see the [Web-Time Entry Due Dates for Hourly, Temporary, and Student Work Study Employees](#) Calendar for timesheet submission deadlines.

**Question:** When do I get paid? How often?

**Answer:** Please see the [2023 Payroll Calendar for Student Work](#) Employees. You will be paid on a biweekly (every two weeks) basis.

**Question:** My job ended, can I still work after it has ended and be paid?

**Answer:** No! You should **immediately stop** working once your job has ended.

**[Direct Deposit Enrollment](#), [W-4](#), and [NC-4](#) forms can be accessed and submitted here.**

For additional questions, please contact Ashanti Williford of Payroll Services at (336)750-2722 or the Payroll Office at (336)750-2820.

You may also email [willifordat@wssu.edu](mailto:willifordat@wssu.edu) or [2payroll@wssu.edu](mailto:2payroll@wssu.edu).