Course Description:
Let’s face it, we all like getting paid! And, there’s a lot to know about such topics as the CSM pay schedule and what does all that information on your pay stub actually mean? The Payroll Department will clear all that up for you in their Payroll Sense course. A detailed review of the pay schedule, associated deadlines and all the codes you may see on your stub will be discussed. Other topics will include correctly completing the time sheet, contract payments, where to find important documents, wage/hour laws and how the laws protect each employee. A hands-on demonstration of employee on-line express services will also be included.

Audience:
• All CSM employees are encouraged to attend

Course Length:
• 1.5 hours

Course Outline:
• Pay highlights
• Information available from the Payroll web site
  ✓ Pay schedule
  ✓ Pay check / advice stub review
    o Sample pay stub
    o Tax codes
    o Benefit codes
    o Earn type codes
    o W-4’s
  ✓ How pay is computed
• Student assistants, temporary and work study employees
  ✓ Timesheet location
  ✓ Due dates
  ✓ Problem areas
• Timesheets for nonexempt permanent employees
  ✓ Timesheet location
  ✓ Due dates
  ✓ Problem areas

Course Outline (cont’d):
• Contract payments (i.e. stipends)
• Wage and hour laws
  ✓ Overview
  ✓ How employees are affected?
    o Exempt
    o Nonexempt
  ✓ Record keeping requirements
• Importance of account code
• Employee on-line services review
• FAQ’s

Prerequisites:
• None

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

Or contact:
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Wendy Cleary
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