

Texas Woman's University
Student Employment
Hourly Time Entry Procedures and Pay Day Information

1. Log-on to your TWU Portal Account using your user name and password.
2. Once logged on, you will need to click on "My Tools" which you will find on the left side of your computer screen.
3. Under Faculty/Staff Tools, click on "Hourly Timesheet".
4. Inside the box for "IN" – type in the date and time you started your shift.
5. Inside the box for "OUT" – type in the date and time you left for lunch.
6. After entering both "IN" and "OUT" times, click on "ADD PUNCH".
7. Inside the box for "IN" – type in the date and time you came back from lunch.
8. Inside the box for "OUT" – type in date and time you ended your shift.
9. After entering both "IN" and "OUT" times, click on "ADD PUNCH".
10. If you do not need to make changes, you can log out.
11. If you have entered your time incorrectly, go to the incorrect line and click on "EDIT" and the system will allow you to re-enter your time. Once you have re-entered your time correctly, click on "EDIT PUNCH", and your time will be re-submitted.
12. If you want to delete a line, go to the line you want to delete and click on "DELETE".
13. If you have any questions or issues with entering our time into your portal account, please call the Human Resources at 940-898-3555 for assistance.

Pay day is on the first working day of each month. For instance, if the very first day of the month falls on a Saturday, pay day will be the following Monday because it will be the first working day of the month. If the first day of the month falls on a Wednesday, pay day will be on Wednesday.

Pay periods run from the 16th of the previous month through the 15th of the current month. For example, for the pay period of September 16th – October 15th, students are paid on the first working day of November for the hours worked during that time period.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
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PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact _____

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

TWU EMPLOYEE SELF-SERVICE

TWU STUDENT SELF-SERVICE

vice Oracle eBusiness Colleague SQL Reports

MUST USE:

- ***TWU Campus Computer***
- ***Internet Explorer***

Log on to Pioneer Portal

Password

Log In

TEXAS WOMAN'S UNIVERSITY

You are about to connect to a secured information system. Access to this system is for official business only. Unauthorized access is prohibited. Any misuse of this information system or the data that it contains will be prosecuted to the full extent of the law.

- (A) Unauthorized use is prohibited;
(B) Usage may be subject to security testing and monitoring;
(C) Misuse is subject to criminal prosecution; and
(D) Users have no expectations of privacy except as otherwise provided by applicable privacy laws.

* Username
(example: jpioneer)

* Password

Please log in with your portal username and password

Accessibility

Personal Information	←	Update Address/Contact Info.
W4 Information	←	Enter W-4 Election
Payroll Direct Deposits	←	Enter Banking Information
Timecard Entry	←	Create and Enter Timecard Data
Timecard Search	←	Locate Previous Timecards
W-2 Information	←	Print Your W-2
W-2 Distribution Method	←	Select Print or Mail W2 (choose 1)
TWU Privacy Setting	←	Elect Privacy Settings for your info.

- When making changes be sure to continue through each screen until you see confirmation of changes
- Use same user name and password as in Portal
- No need to send forms to Human Resources
- Note: Timecard Entry and Timecard Search are for Phoenix timecards only
- **Make your changes by the 15th of the month to ensure that your changes will be effective for the upcoming pay date.**

RISK MANAGEMENT

TEXAS WOMAN'S UNIVERSITY

All student employees are required to take some Department of Risk Management trainings upon hire.

Student employees (with help from supervisors) must use this checklist to determine the Risk Management training that will be required based on the specific tasks and activities the student employee will be conducting. Please contact Drew Townsend at x3129 if you have any questions or need assistance with accessing the trainings.

The Risk Management trainings are available online through Bridge. Instructions for accessing and completing the trainings can be found at: <https://twu.edu/health-safety/training/>

Training Applicability Checklist

<input checked="" type="checkbox"/>	Task/Activity	Required Training
	Will you be working on campus or visiting campus regularly? Only those who are rarely on campus are exempt from this training.	Fire Safety/Evacuation
	Will you be working on campus or visiting campus regularly? Only those who are rarely on campus are exempt from this training.	Active Assailant
	Will you be working at the Denton campus?	Storm Water Pollution Prevention
	Will you work with or potentially be exposed to any hazardous chemicals/materials? "Potentially exposed" generally includes visiting labs/shops/studios or similar areas as part of your employment.	Hazard Communication
	Will you work with chemicals in a laboratory?	Chemical Hygiene/Lab Safety
	Will you be exposed to blood or other potentially infectious materials? "Exposed" generally includes fitness and rec employees who may perform first aid as part of their duties.	Bloodborne Pathogens
	Will you be exposed to fall hazards of greater than 4 feet in height (includes anytime you are working near an edge without a proper handrail)?	Fall Protection
	Will you ever need to use a ladder (including step ladders, extension ladders or ladders attached to walls)?	Ladder Safety
	Will you generate or handle hazardous wastes of any kind (generally includes lab/shop/art studio wastes)?	Hazardous Waste Management
	Will you work with radiological materials or equipment that generates ionizing radiation?	Radiation Safety
	Will you be required to wear a respirator or dust mask for any reason? This generally does not include surgical-type masks that are not tight fitting, but includes all other dust masks if you are required to wear them.	Respiratory Protection

Form I-9, Employment Eligibility Verification

Employee Information Sheet



**U.S. Citizenship
and Immigration
Services**

- 1. What is the purpose of the Form I-9?** Federal law requires employers to verify the identity and employment authorization of new employees and to reverify employment authorization only in certain instances at a later date. Employers must use Form I-9 to do this. Your employer will ask you to complete Section 1. Please review the instructions and print clearly.
- 2. Who keeps Form I-9?** Your employer will keep your completed Form I-9, but must share it with certain government agencies when requested. Officials from the Department of Homeland Security, from the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at the Department of Justice, and from the Department of Labor may inspect an employer's Forms I-9.
- 3. Must I fill out everything in Section 1?** No. The three optional fields are: (1) Social Security Number, (2) E-mail Address, and (3) Telephone Number. If your employer uses E-Verify, you must provide your Social Security Number. If you provide your e-mail address and phone number, E-Verify will be able to give you important information regarding your E-Verify case.
- 4. Should I complete Section 2 or Section 3?** No. Section 2 and Section 3 are completed by your employer.
- 5. Is Form I-9 available in other languages?** Yes. Form I-9 is also available in Spanish for use in Puerto Rico. Outside Puerto Rico, the Spanish version can be used only to help employers and employees complete the English language form.
- 6. May someone who understands English help me fill out Form I-9?** Yes. You may ask someone to help you complete the form. Common examples are where you need the form translated for you or need help writing in your information. The person who translates or completes the form for you must complete the "Preparer and/or Translator certification" on Form I-9. However, you personally must sign Section 1.
- 7. Which documents do I need to show my employer?** You need to show your employer documents from the "List of Acceptable Documents." The List is part of Form I-9. You decide which document or documents to show from the List. Your employer cannot ask or require that you show a certain document.
- 8. Do I need to show my employer one or two documents?** It depends. Some employees choose to show one document from "List A" to prove **both** identity and work authorization. Other employees choose to show a combination of documents – one from "List B" showing their identity and one from "List C" showing work authorization. For the complete list of documents that you can use, look at the List of Acceptable Documents.
- 9. What will happen if I do not complete Section 1 and/or present acceptable documents?** If you do not complete Section 1 of Form I-9 and/or present acceptable documents, your employer can terminate your employment.
- 10. Can I get in trouble if I lie on the form?** Yes. You may be subject to criminal charges if you lie or present false documents for Form I-9.
- 11. Who can I call if I have questions, or if I think my employer is treating me unfairly based on my national origin or citizenship status?** For questions about Form I-9, call U.S. Citizenship and Immigration Services at 1-888-464-4218. If you believe you have been treated unfairly based on your national origin or citizenship or immigration status, or have questions about your rights, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices at 1-800-255-7688 (language assistance is available) or 1-800-237-2515 (TDD).
- 12. How can I learn more about the Form I-9 and my rights and responsibilities as an employee?** Please visit I-9 Central (www.uscis.gov/I-9Central). USCIS also offers monthly webinars on employee rights and responsibilities. OSC also offers free webinars for employees in English and Spanish, and a schedule is available on OSC's website (www.justice.gov/crt/about/osc).