Helpful Hints for Student Employees

I-9s for Employment *(excludes graduate fellows as fellowship payments are not considered employment)*
All newly hired students paid by Rice University for employment must complete the Eligibility Verification Form (or Form I-9) with the Payroll Office prior to the start of work or training. (This is a requirement of the U.S. Citizenship and Immigration Services (USCIS) and not of Rice University.)

Newly hired students need to visit the Payroll Office to complete the I-9 requirement. Students must present to Payroll staff original, unexpired document(s) at this time. Payroll staff will be available during office hours, Monday – Friday from 9 a.m. – 4 p.m.

Payroll Schedules
Graduate (GR): Graduate students paid a stipend for their graduate program are paid on the fifteenth and last day of the month. If the normal pay date falls on a weekend or a holiday, the pay date will be the last business day prior to the weekend or holiday. Salary is paid current; therefore, pay received on the fifteenth includes salary for the first through the fifteenth of the month. There are 24 semi-monthly pays in a calendar year.

Student (B2): Nonexempt employees (all undergraduate students and graduate students with secondary jobs outside of their graduate stipend) are paid every other Friday. Hours are paid on the Friday following the end of the 2-week pay period. If the normal pay date falls on a holiday, the pay date will be the last business day prior to the weekend or holiday. There are typically 26 bi-weekly pays in a calendar year.

Web Time Entry
Students (all undergraduates and graduates with secondary positions outside of the graduate stipend) are nonexempt employees (paid by the hour) based on criteria determined by the U.S. Department of Labor. These students report their hours electronically through ESTHER at Employee > Web Time Sheet (for Non-Exempt Employees). Students will be able to access their time entry immediately after the hiring form (completed by the hiring department) obtains all of the appropriate approvals.
  
  • Report all hours worked on the actual date worked rounded to the nearest quarter hour.
  • Nonexempt staff must submit their timesheets by 11 a.m. on the Monday following the end of the 2-week pay period.

W-4 (Federal Tax Withholding)
Students submit their W-4 information electronically through ESTHER at Employee > Tax Forms > W4 Tax Exemptions or Allowances. **NOTE:** Foreign nationals should delay the completion of the W-4, as they may need to provide additional visa/immigration information to determine eligibility for completing the W-4.

Direct Deposit
Students submit their direct deposit information electronically through ESTHER at Employee > Payroll Information > Direct Deposit Allocation similar to faculty and staff. **Students need to provide this information through ESTHER within 5 days of hire or 2 business days prior to the first pay date, whichever is earlier.** Otherwise, students will be enrolled in Rice’s payroll card (or prepaid debit card) program.

Foreign Nationals
Foreign nationals will receive an email from payroll@rice.edu with login credentials so employee can provide immigration information and travel history through the Foreign National Information System (FNIS). This information enables Payroll to determine tax status and to comply with U.S. withholding and reporting requirements.

Contact Us:
Tel: (713) 348-3410
Fax: (713) 348-5181
Email: payroll@rice.edu

Walk-In Hours:
Monday – Friday, 9 a.m. – 4 p.m.
Cambridge Office Building, 2nd floor