



Office of Student Employment
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University of Maine Orono

Payroll Processor Roles & Responsibilities

Please note that responsibilities listed below are general descriptions and may vary from department to department, as well as by campus.

As a Payroll Processor, you are responsible for the following:

General Responsibilities

- Understand University and departmental policies and procedures for hiring and time approval
- Familiarize self with chartfields, grants, and other methods of department-specific funding for student employees
- Understand distribution of student pay (Federal Work Study, Free Match, Regular Hires)
- Familiarize self with the Student Work Authorization, Biweekly Payroll Schedule, Change Forms, Student Earnings Report, and Tax Documents associated with hiring student employees

Orono-Specific Requirements

- Ensure student employees have completed all required paperwork (authorization and tax paperwork) with the Student Employment Office
- Ensure student employees have completed all required trainings (visit <https://umaine.edu/studemp/about-supervisors/training/>)
- Ensure student employees are working within the allowed hourly limits (visit <https://umaine.edu/studemp/resources/policies/work-hour-limits/>)
- Ensure that all student hires are enrolled at least half-time at the University in order to be eligible for employment
- Encourage all student hires to enroll in direct deposit for easier, faster disbursement of pay