It has become increasingly important that student payroll information be entered on time by both students and supervisors. With the change-over to the University’s new financial system, weeks-worked calculations are no longer available. This is a change from the previous system which accounted for and taxed over multiple weeks paid.

All earnings submitted during each payroll period — whether hourly paid, weekly-salaried or one time payments — will always be taxed as one week.

- Students who are paid on-time during a weekly payroll run should not be impacted.
- Students who are paid for multiple weeks-worked during a weekly payroll run will have taxes calculated as one week worked.

Students and supervisors should be aware that late payments create the potential for a student to be placed into a higher tax bracket for the week in which they are receiving additional payments. This can cause more taxes to be withheld from a students’ pay for that particular week.

**IMPORTANT**

Student Payroll cannot provide rebates to students who have higher amounts of tax withheld due to late submission of student payroll information. This applies to all late submissions, whether it is the student or supervisor who is at fault.

The completion of a student’s 2011 tax return will determine whether a tax refund is due to a student.