Employee News

Arkansas Minimum Wage
Beginning January 1, 2016, the state minimum wage will increase from seven dollars and fifty cents ($7.50) to eight dollars ($8.00) per hour.

Payroll Deadlines
For the month of December, all Extra Labor timesheets must be in the Payroll office by 12:00 pm the 16th and all Semi-Monthly timesheets must be submitted and approved by 12:00pm on the 16th. Checks will be available December 23rd.

Student Labor Requests
The Human Resources Office is responsible for collecting all personnel information on the students including the Immigration and Naturalization Form (I9). The Request/Assignment for Student Employment Form and Student Employment Handbook are both available on the Tech Web Page Online Forms under the heading of Student Employment Forms.
http://www.atu.edu/admin/forms.php

Departments are responsible for completing the Student Labor Request Forms and sending them to the Human Resources Office. **All new work study/non work study students must bring the request to the Human Resources Office personally before they begin working.** If the student does not complete the appropriate paperwork at that time, the request will not be processed until all paperwork has been completed and returned to the Human Resources Office.

Please remember the bottom section of the Student Request Form (Part II Termination of Assignment) must be completed and forwarded to Human Resources when a student is no longer working for the department. The last day of work for pay and the reason why the student is no longer working is required so we can properly complete any future employment verifications.

Contacts
Payroll is located in the Administration Building, Room 208.
Phone: 479-968-0696

Ozark Payroll is located in the Technology & Academic Support Building in Room 177.
Phone: 479-508-3305

Human Resources is located in Browning Hall, Suite 106
Phone: 479-968-0396
Fax: 479-968-0693

Dates
December Holidays
Christmas Eve- 24th
Christmas Day- 25th
Lieu of Washington’s- 28th
Lieu of Veteran’s – 29th
Annual Leave- 30th
Annual Leave- 31st