1. W-2s – when will they be mailed
   a. They will be mailed no later than Jan 31st (after the year end in question).
   b. They will be available online on Banweb by the 15th of February.

2. How do I change my exemptions?
   a. You must complete and sign a current year Form W-4.

3. How many hours of vacation can you earn in a year?
   a. The detailed answer starts on page 25 (under ‘Annual Leave’) of the Employee Handbook on the Human Resources web site. [https://www.nmt.edu/hr-forms-and-policies](https://www.nmt.edu/hr-forms-and-policies)

4. How much comp time can be accrued before overtime must be paid.
   a. The detailed answer is on page 10 of the Employee Handbook on the Human Resources web site. [https://www.nmt.edu/hr-forms-and-policies](https://www.nmt.edu/hr-forms-and-policies)

5. Can a new hire use banked comp time before 6th month probation is complete.
   a. Yes

6. Can students work if not registered for classes?

7. How many hours can a student work during non-class weeks?
   a. Between semesters (after exam week and before 1st week of classes), a student can work a maximum of 40 hours per week. No overtime allowed.
   b. During semesters (1st week of classes THRU exam week) a maximum of 20 hours per week.

8. Can I do Direct Deposit to two different banks or accounts?
   a. Yes, you can deposit to two different banks, but only into one account per bank.
   b. The Direct Deposit form can be found at: [https://www.nmt.edu/forms-and-useful-links](https://www.nmt.edu/forms-and-useful-links)