

## Frequently Asked Questions

1. W-2s – when will they be mailed
  - a. They will be mailed no later than Jan 31<sup>st</sup> (after the year end in question).
  - b. They will be available online on Banweb by the 15<sup>th</sup> 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>
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>
5. Can a new hire use banked comp time before 6<sup>th</sup> month probation is complete.
  - a. Yes
6. Can students work if not registered for classes?
  - a. The Student Handbook has complete details under “Employment (Student)”. <http://www.nmt.edu/nmt-student-handbook-cs-student-academics>
7. How many hours can a student work during non-class weeks?
  - a. Between semesters (after exam week and before 1<sup>st</sup> week of classes), a student can work a maximum of 40 hours per week. No overtime allowed.
  - b. During semesters (1<sup>st</sup> 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>