

STUDENT PAYROLL AUTHORIZATION

IMPORTANT: Students are not to start work until all forms listed below are submitted to the Business Office. All student employees must have a U.S. Social Security number before being placed on payroll. New international students must report to Business Services prior to beginning work.

Student payroll processing:

- Supervisor verifies student is currently enrolled and eligible to work (Academic Year: Regular Payroll 6 credits/Work Study 12 credits, Summer: Regular Payroll and Work Study 6 credits).
- Supervisor and student complete a *Student Payroll Authorization* form and submit to Business Services.
- New payroll students must complete and submit the *I-9 Employment Eligibility Verification & the W-4 Employee Withholding Allowance Certificate*.
- Students sign up for Direct Deposit through their e-services account online.
- If all requirements are met, supervisors can view the student's information online under Student Payroll Supervisor
- Students enter time worked online through their e-services account.
- Students are limited to 20 hours/week during the academic year.
- PSEO students are not eligible for student payroll.

CHARGE TO:

Regular Payroll

OR

Work Study (Fed or State)

\$ _____
Regular Payroll Award

\$ _____
Total Work Study Payroll Award

Account # _____
(Regular & Work Study)

\$ _____ \$ _____
Fall Half Spring Half

_____ agrees to work in _____
Student Name (Please Print – First & Last) Mustang ID # Department

_____ from _____ to _____ at the rate of \$ _____ per hour.
Department Phone Beginning Date Ending Date

If I have a court-ordered child support or medical support obligations which are required by law to be withheld from my income OR if I am court-ordered to provide health and dental insurance coverage for my dependents, I will bring a copy of said orders to Business Services and give proper notification to Business Services.
I am aware the Student Employee Handbook is available on the SMSU Business Services/Student Payroll website.
Student's State of Permanent Residence: _____

Student's Signature

Supervisor Signature

Supervisor Name (Please Print)

Supervisor Mustang ID Number

Department Chairperson Signature

For Payroll use only:

W-4 & I-9

Direct Deposit

Routing ID: _____

Authorization Number: _____

Financial Aid

Business Services

Submit completed form to Business Services. Keep a copy for your files. A copy will not be returned to Department.