



PAYROLL MEMORANDUM

Date: August 1, 2024
To: Student Employee Supervisors
From: Julie Schreier, Business Services (6386) Julie.Schreier@smsu.edu
Jane Larsen, Financial Aid (6281) Jane.Larsen@smsu.edu
Subject: Student Payroll thru May 2025

FOR NEW HIRES:

- <https://www.smsu.edu/administration/businessservices/student-payroll-information.html>
- I-9 *Employment Eligibility Verification* Form
- W-4 *Employee's Withholding Allowance* Form
- W-4MN *Minnesota Employee Withholding Allowance/Exemption Certificate* Form
- *Student Payroll Work Authorization*

Direct Deposit: Students sign up for direct deposit through e-services.

Paystub information: Students may view and/or print their paystubs through e-services.

WORK STUDY: Work study awards are split between semesters. It is imperative that work study earnings do not exceed work study awards; excess earnings come out of department budgets.

The list of students who have work study eligibility for 2024-2025 Academic year is attached; questions should be directed to Financial Aid.

If you have job openings in your department, please email the job details to Bridget Arkell (bridget.arkell@smsu.edu). Job openings will be posted on the Financial Aid website.

AUGUST 27th: Part-Time Job & Volunteer Fair. It is free for campus departments to attend. Departments and student supervisors can register on the Career Services web page.

All students must have a valid social security number before payroll documents can be processed.

Students cannot work over 20 hours per week during the academic year. Regular payroll students must be enrolled in a minimum of 6 credits and work study students must be enrolled in a minimum of 12 credits. PSEO students are not eligible for student employment.

Supervisor must complete Section 2 of the I-9 form. Supervisors must physically examine original documents – one document from List A **or** one document from List B **and** one document from List C. Most students will provide a driver's license and a social security card. A list of acceptable documents is on the last page of the I-9 form.

International students: please have student see Julie Schreier in Business Services to complete additional forms.

Students choosing to change their withholding allowance need to complete a new W-4 and W-4MN form. Students unsure as to what they should claim need to contact their parents or tax accountant; SMSU personnel are not authorized to give tax advice.

If you have **students from North Dakota or Michigan** working for you who wish to file a ND or MI tax return and have their state tax withholdings sent to their home state, they should complete the Minnesota Reciprocity Exemption Form. In order to qualify for this they must go home once per month. The form is available on the Business Services website:

https://mn.gov/mmb/assets/mwr_form_tcm1059-128581.pdf

A form to track the number of hours a student works is available in excel format at

<https://www.smsu.edu/administration/businessservices/student-payroll-information.html>

Payroll calendar for 2024:

https://mn.gov/mmb/assets/currentyear_tcm1059-127030.pdf

2025 Payroll calendar:

https://mn.gov/mmb/assets/nextyear_tcm1059-128620.pdf