

Student Payroll Authorization Form

DIRECTIONS:

(This form to be used for any student employment other than work-study)

- Verify that the student is currently enrolled and eligible to work.
- Complete Sections A & B and submit this form to the Payroll Office, Owens 214.
- If the student has NOT previously worked on campus, complete or refer the student to the Payroll Office to complete the following forms: INS Form I-9 Employment Eligibility Verification, IRS Form W-4, and, if applicable, Minnesota Reciprocity Exemption/Affidavit of Residency. Please refer international student employees to the Payroll Office to complete payroll tax forms.
- Once the Payroll Office verifies the above items meet compliance requirements, a student employee timesheet will be generated.

NOTE: Students are not to start work until cleared for payroll and issued a timesheet.

All student employees must have a U.S. social security number before being placed on payroll.

SECTION A. (To be completed by student)

Social Security Number: _____ - _____ - _____ Student/Dragon ID _____

Name (Please print): _____ Phone: _____

Current local address: _____

SECTION B. (All information must be completed by department supervisor)

Note: Timesheets cannot be generated once the student has earned the maximum earnings authorized on this form. To increase the student's maximum earnings or to make any other changes to this authorization, please send a written or e-mail request to the Payroll Office.

Employing Department: _____

Date Student Begins Working: _____ And Ends _____

Hourly Pay Rate: \$ _____ Maximum Earnings Authorized: \$ _____

Job Title (work description): _____

Funding Source (6 digit account number): _____ Object Code: 0910

Supervisor's Signature: _____ Date: _____

FOR PAYROLL USE ONLY:

Comments:

Works Comp Code: Professional/Clerical: _____ Other: _____ Date Entered: _____

Routing ID # _____

Authorization # _____