

# Business Office – Student Payroll Authorization Form – Regular Funds



## INSTRUCTIONS

All new MSUM student employees must complete an I-9 and W-4. The student must be registered and pay for credits through MSUM. Please refer all **international students** to the Student Payroll Office. Once the payroll office verifies this request meets compliance requirements, a student employee timesheet will be generated. Do not use this form for work study requests.

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

## SECTION A – STUDENT INFORMATION

Student Identification Number \_\_\_\_\_ Phone \_\_\_\_\_

Name (please print) \_\_\_\_\_ Email \_\_\_\_\_@mnstate.edu

Current Local Address \_\_\_\_\_

Do you register and pay for your credits through MN State University Moorhead?  Yes  No

Have you worked on campus before?  Yes  No Are you an International Student?  Yes  No

## SECTION B – DEPARTMENT INFORMATION

Employing Department \_\_\_\_\_ Routing ID \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_

Amount Authorized \$ \_\_\_\_\_ Job Title \_\_\_\_\_

Cost Center \_\_\_\_\_ Object Code \_\_\_\_\_

Worker's Comp Code:  Professional/Clerical  Other

Supervisor's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Supervisor's Name (Printed) \_\_\_\_\_

### **BUSINESS OFFICE USE ONLY:**

Registration: fall \_\_\_\_\_ spring \_\_\_\_\_ summer \_\_\_\_\_

Increase authorization amount \_\_\_\_\_

Extend end date \_\_\_\_\_

Wage change (in writing) \_\_\_\_\_

Other \_\_\_\_\_

Authorization # \_\_\_\_\_

Date Entered \_\_\_\_\_

By \_\_\_\_\_