



PAYROLL MEMORANDUM

Date: July 13, 2023
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 from July 21, 2023 thru May 4, 2024

Student payroll forms are available online at:

- <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.

Work Authorizations: 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 last pay period for summer student payroll ends July 21, 2023. E-timesheets will reflect hours worked thru July 21st. A second e-timesheet for hours worked from July 22nd thru August 1st will be available if a new work authorization has been received for the academic year.

Work Study Changes: Email Jane Larsen in the Financial Aid Office (Jane.Larsen@smsu.edu).

Regular Payroll Changes: Email Julie Schreier in Business Services (Julie.Schreier@smsu.edu).

The list of students who have work study eligibility for 2023-2024 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. There is a Part-Time Job & Volunteer Fair on Tuesday, August 22. 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 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.

The newest I-9 (*Employment Eligibility Verification Form*) expires 10/31/22 (<https://www.uscis.gov/i-9>). The employer 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. If students indicate they are not a U.S. Citizen in Section 1 of the I-9 form please have them see Julie Schreier in Business Services to complete additional forms. Every student employed needs to complete the I-9 form only once. If the student works for more than one department, the completion of one form will be sufficient.

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>

Students on work study or regular student payroll 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.

Below is a list of dates indicating when pay periods end and the corresponding paydays for student workers.

Pay Period Ends	Payday	Pay Period Ends	Payday
		December 19	December 29
August 1	August 11	January 2	January 12
August 15	August 25	January 16	January 26
August 29	September 8	January 30	February 9
September 12	September 22	February 13	February 23
September 26	October 6	February 27	March 8
October 10	October 20	March 12	March 22
October 24	November 3	March 26	April 5
November 7	November 17	April 9	April 19
November 21	December 1	April 23	May 3
December 5	December 15	May 7 (May 1 - 6)	May 17