

Prepared by Business Services





Types of Student Payroll

Regular Payroll

Funded by hiring department

Work Study Payroll

Awarded by Financial Aid Office based on need

Graduate Assistant Payroll

Funded by hiring department



Enrollment Requirements

PSEO Students are not eligible for student employment.

Academic Year

- Work Study: Enrolled in 12 or more credits
- Regular Payroll: Enrolled in 6 or more credits

Summer

- Work Study: Enrolled in 6 or more credits
- Regular Payroll: Enrolled 6 credits in summer or registered for at least 6 credits in fall.



Hour Limitations

Students are limited to working 20 hours per week while taking classes during the academic year – regardless of working for multiple departments.

This is because of the Affordable Care Act and if students are over on hours, SMSU could be forced to pay their health insurance and the money would come out of the department's budget.



Forms Required

W-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

- Only required for initial hire or if student chooses to change withholding
- http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3

I-9 EMPLOYMENT ELIGIBILITY VERIFICATION

- Only required for initial hire
- http://www.uscis.gov/files/form/i-9.pdf

STUDENT PAYROLL AUTHORIZATION

- Required for every student
- http://www.smsu.edu/administration/businessservices/student%20payroll/authorization.pdf

Students sign up for Direct Deposit. Set up and changes to direct deposit must be made by students through their E-Services account.

International Students are required to complete additional tax forms. They must see Leia in Business Services before starting work.

rom	n W-4	(2017)	The exceptions don't apply greater than \$1,000,000.		Norwage income, if you norwage income, such as	have a large amount of interest of dividends,			
Purpose.	Complete Form	W-4 so that your	Basic instructions. If you the Personal Allowances !	eren't exempt, complete Worksheet below. The	consider making estimated 1040-ES, Estimated Tax for	or Individuals. Otherwise,			
employer can withhold the correct federal income			worksheets on page 2 furth withholding allowances bas	er adjust your	you may own additional tax. If you have persion or annuity income, see Pub. 505 to find out if you shou				
but hoth your pay, Consider completing a new Form W-4 earth year shot when your pelsonal or Prancial situation dranges. Examption from weithholding, if you are assumpt, complete only times 1, 2, 3, 4, and 7 and sign the form to validate. If your examption for 2017 expires February 15, 2018, See Pub. 505, Tax Withholding and Estimated Tax.			deductions, certain credits, or two-earners/multiple job	adjustments to income,	adjust your withholding on Form W-4 or W-4P. Two earners or multiple jobs. If you have a working apouse or more than one job, figure the total multipler of allowances you set entitled to claim on all jobs using workholds from only one Form				
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			may claim fewer (or zero) at wages, withholding must be	lowanical. For regular	on all jobs using worlohe	total number of allowances you are entitled to claim on all jobs using worksheets from only one Form			
			you claimed and may not b percentage of wages.	e a flat amount or	W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are				
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and include example. I	des mõre fran \$3 Interest and divid	50 of uneamed income (for sends).	you are unmerried and pay costs of keeping up a horse dependent(s) or other qualit	ofor yourself and your Mind Individuals, See	Notice 1992, Supplements Nonresident Allers, before	of Form W-4 Instructions to completing this form.			
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a depende	ent, if the emplo	yes:	Tax credits. You can take p	rejected has credits into	having withheld compared for 2017. See Data 505, or	to your projected lotal to			
■ brage 65 or older,			Tax credits. You can take p account in figuring your allo withholding allowardors. Gre	wable number of dibi for child or dependent	axceed \$130,000 (Single) or \$180,000 (Married).				
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 Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return. 			See Pub. 505 for information credits into withholding allow	n on converting your other vences.	Future developments, information about any futu- developments liffecting Form W-4 (such as legislation enacted after we release it) will be poste at leave.trgov/e+1.				
		Persona	Allowances Works	heet (Keep for your r	ecords.)				
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B En	nter =1= It: {	You're single and have You're married, have a		num donerit work:	1				
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		ntering "-0-" may help yo				с			
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	or accuracy, emplete all	and Adjustments Worl	risshed on plige 2. Thave more than one job or are married and you and your spouse both work and the combined acced \$50,000 (\$20,000 if married), see the Two-Earmers/Multiple Jobs Worksheet on page 2						
	orksheets	earnings from all lobs or							
that apply. to avoid having too little			tax withheld.						
			situations applies, stop h			OFFT W-4 DRIOW.			
		Separate here and	give Form W-4 to your en	nployer. Keep the top pa	rt for your records.				
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Form Becomment	t of the Treasury		filed to claim a certain numb			20 17			
Informal Rev	venue Service		he IRS. Your employer may b Last name	e required to send a copy o		2500			
•	Your find name i	end middle initial	Last name		2 TOUR MOCE	al security number			
-	Home address (r	rumber and street or rural route		3 Single Single	d Married, but withhold	at higher Single rate			
					ended, or spouse is a nonmelder				
					s from that shown on your s				
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C			Index Book For Mark	check here. You must	call 1-800-772-1213 for a r	eplacement card. 🕨			
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W-4 Common Problem Areas

- Check single or married
- Number of allowances in box number 5
- If a student claims "exempt" in box 7, box 5 should be blank (also need to complete W-4MN).
- Sign form



Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services

USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019

► START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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Last Name (Family Name)	First Name (Given Na	First Name (Given Name) Mi			Other Last Names Used (If any)		
Address (Street Number and Name)	Apt. Number	City or Town	'		State	ZIP Code	
Date of Birth (mm/dd/yyyy) U.S. Social	loyee's E-mall Add	iress	Em	Employee's Telephone Number			
am aware that federal law provides connection with the completion of th		or fines for fals	e statements o	r use of t	alse do	ocuments in	
attest, under penalty of perjury, tha	at I am (check one of the	e following box	es):				
A citizen of the United States							
2. A noncitizen national of the United S	tates (See Instructions)						
3. A lawful permanent resident (Allen	Registration Number/USCI	S Number):					
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2. Form I-94 Admission Number:			_				
OR 3. Foreign Passport Number:							
Country of Issuance:							
Signature of Employee			Today's Date	e (mm/dd/)	yyy)		
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nowledge the information is true ar							
Signature of Preparer or Translator				Today's Da	ate (mm/	(dd/yyyy)	
Last Name (Family Name)		First Nar	ne (Given Name)				
Address (Street Number and Name)		City or Town			State	ZIP Code	





Employment Eligibility Verification Department of Homeland Security

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You

USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019

U.S. Citizenship and Immigration Services

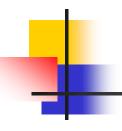
Section 2. Employer or Authorized Representative Review and Verification

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Form I-9 11/14/2016 N Page 2 of 3

Name of Employer or Authorized Representative

Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy)



I-9 Common Problem Areas

- Check box for citizenship
- Sign form
- One document from list A <u>OR</u> One from list B AND one from list C
- Supervisor is required to complete certification area



STUDENT PAYROLL AUTHORIZATION

IMPORTANT NOTICE: 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.
- 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 compliance 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 P	ayroll Award
Account #(Regular & Work Study)		\$ Fall Half	Spring Half
		agrees to work in	
Student Name (Please Print - First & Last)	Mustang II) #	Department
Department Phone from Beginning Date	toEndir	at the rate of	f \$ per hour.
If I have a court-ordered child support or medici- from my income OR if I am court-ordered to pro- will bring a copy of said orders to Business Serva I am aware the Student Employee Handbook is a Student's State of Permanent Residence:	ovide health a rices and give	end dental insurance cover proper notification to Bu	age for my dependents, I siness Services.
		Student'	s Signature
Supervisor Signature		or Payroll use Only:	☐ W-4 & I-9 ☐ Direct Deposit
Supervisor Name (Please Print)	R	couting ID:	
	A	uthorization Number:	
Supervisor Mustang ID Number			
		Financial Aid	Business Services
Department Chairperson Signature			

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



Student Payroll Authorization

- Student must read the court-ordered child support question, fill in their state and sign the form.
- Student, supervisor & department chairperson must sign form



Payroll Process

- The student must complete required forms and the staff person should look through and verify they have completed everything. If something is missing, the student must write on the form, not the staff person.
- Business Services will not accept any W-4 forms that have corrections or information that has been whited out.
- If a student has a question on what they should claim on the W-4, they should talk to their parents or their tax advisor. Do not give advice.
- Once their paperwork has been processed by Business Services, they will be able to log into E-Timesheet to enter and verify hours worked.



- E-Timesheet approval is due by the end of the day on the Wednesday after the pay period ends on Tuesday.
- Students will be paid through direct deposit on Friday – ten days after the pay period ends (same as SMSU employee payroll). Pay advices may be viewed or printed through E-Services.



Graduate Assistants

 GA's are paid \$8,000 (\$4,000 for fall and \$4,000 for spring semester

- If they are authorized to work in the summer, \$2,000 is the summer pay
- They have a maximum of 36 total credits for the 2 years they are a GA.



Graduate Assistants

- If a GA starts in the fall, they have 18 credits to use between fall, spring, and summer, then the same for year two.
- If they start in the spring, they have 12 credits to use between spring and summer, then 18 credits for the following year, then 6 credits for the last fall.
- If they start in the summer, they have 6 credits to use for summer, then 18 credits for the following year, then 12 credits for the last fall and spring.



Graduate Assistants

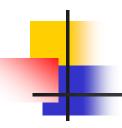
If a GA is taking summer courses, but won't be employed in the summer, they need to register and complete the tuition waiver paperwork by end of March so that taxes can be taken out ahead of time.

If after April 1, they can take summer courses, but will have to pay themselves because a tuition waiver won't be available.



Student Payroll Contacts

- Julie Schreier (6444)
- Melisa Nubile (6658)



Financial Aid Contacts

- Jane Larsen (6281)
 - Work Study Award Amounts
 - Increases/Decreases to Work Study Amounts
- Bridget Arkell (7361)
- Natasha Boe (6448)
 - Work Study Department Allocations