# 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 the 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 must 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 and students enter time worked online through their e-services account.
- Students are limited to 20 hours/week during the academic year.

<table>
<thead>
<tr>
<th>CHARGE TO:</th>
<th>OR</th>
<th>Work Study (Fed or State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Regular Payroll</td>
<td>$__________</td>
<td>☐ Work Study</td>
</tr>
<tr>
<td>$__________</td>
<td>$__________</td>
<td>(Fed or State)</td>
</tr>
<tr>
<td>Regular Payroll Award</td>
<td>Total Work Study Payroll Award</td>
<td></td>
</tr>
<tr>
<td>Account #__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>(Regular &amp; Work Study)</td>
<td>Fall Half</td>
<td>Spring Half</td>
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</tbody>
</table>

Student Name (Please Print – First & Last) Mustang ID # Department

Student agrees to work in ____________________________

Department Phone

Beginning Date Ending Date

If I have a court-ordered child support or medical support obligations which are required by law to be withheld from my income OR if I am court-ordered to provide health and dental insurance coverage for my dependents, I will bring a copy of said orders to Business Services and give proper notification to Business Services.

*I am aware the Student Employee Handbook is available on the SMSU Business Services/Student Payroll website.*

Student’s State of Permanent Residence: ____________ Student’s Signature

Supervisor Signature

Supervisor Name (Please Print)

Supervisor Mustang ID Number

Department Chairperson Signature

For Payroll use Only:

☐ W-4 & I-9

☐ Direct Deposit

Routing ID: ____________________________

Authorization Number: ____________________________

Financial Aid Business Services

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

Revised: July 2016