



## **PAYROLL MEMORANDUM**

**Date:** October 19, 2022  
**To:** Student Employee Supervisors  
**From:** Melisa Nubile, Business Services (6658) [Melisa.Nubile@smsu.edu](mailto:Melisa.Nubile@smsu.edu)  
Jane Larsen, Financial Aid (6281) [Jane.Larsen@smsu.edu](mailto:Jane.Larsen@smsu.edu)  
**Subject:** Student Payroll from July 23, 2022 thru May 6, 2023

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 22, 2022. E-timesheets will reflect hours worked thru July 22<sup>nd</sup>. A second e-timesheet for hours worked from July 23<sup>rd</sup> thru August 2<sup>nd</sup> 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](mailto:Jane.Larsen@smsu.edu)).

**Regular Payroll Changes:** Email Melisa Nubile in Business Services ([Melisa.Nubile@smsu.edu](mailto:Melisa.Nubile@smsu.edu)).

Reminder: Starting July 23, 2022 SMSU is increasing the minimum wage on campus to \$12.00 per hour.

The list of students who have work study eligibility for 2022-2023 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](mailto: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 23. 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 Melissa Nubile 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](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.

<b>Pay Period Ends</b>	<b>Payday</b>	-	<b>Pay Period Ends</b>	<b>Payday</b>
			December 20	December 30
August 2	August 12		January 3	January 13
August 16	August 26		January 17	January 27
August 30	September 9		January 31	February 10
September 13	September 23		February 14	February 24
September 27	October 7		February 28	March 10
October 11	October 21		March 14	March 24
October 25	November 4		March 28	April 7
November 8	November 18		April 11	April 21
November 22	December 2		April 25	May 5
December 6	December 16		May 9 (May 1 - 6)	May 19