



STUDENT PAYROLL CONTRACT 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 an 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 Contract Payroll Authorization* form and submit to Business Services.
- New payroll students must complete and submit *I-9 Employment Eligibility Verification & W-4 Employee Withholding Allowance Certificate*.
- Students sign up for Direct Deposit through their e-services account online.
- Students are limited to 20 hours/week during the academic year.
- PSEO students are not eligible for student payroll.

I, _____
Name (please print) Mustang ID #

agree to the following work assignment or special project:

(If the assigned work is not completed, the contract award may be cancelled)

For _____
Department Account Number Phone #

To be completed within the time period of _____ to _____

The total gross pay amount will be \$_____ to be paid

- biweekly on student payroll schedule over the contract period or
- lump sum at the end of the contract period

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's Signature

Supervisor's Name (Please Print)

Supervisor Mustang ID Number

Department Chairperson Signature

For Payroll use Only: W-4 & I-9
 Direct Deposit

Routing ID: _____

Authorization # Contract #

Financial Aid Business Services

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