

Bemidji State University
2011-2012
REGULAR PAYROLL AUTHORIZATION FORM
(M & E Regular Payroll, Department Funds and Grants)

NOTE: Students are not to start work until cleared for payroll and issued a time sheet. In addition, students must have a **U.S. Social Security Number** before being placed on the payroll.

DIRECTIONS

1. Supervisor verifies that student is enrolled at least half-time (6 undergraduate or 3 graduate credits per semester.)
2. Student completes all items in section A.
3. Supervisor completes section B and sends Regular Payroll Authorization Form with student to Student Employment Office, Deputy 203.
4. Student Employment Office issues Immigration and Naturalization I-9 Service Form, IRS W-4 Form and State disclosure statement. If all compliance requirements are met, the student is issued a time sheet.
5. Student reports to supervisor for work. Future time sheets are mailed to the supervisor.

****Do not use this form to increase funds for existing authorizations****

Please e-mail eguest@bemidjistate.edu with any additional amount.

SECTION A.

Social Security No.: _____ - _____ - _____ Student ID: _____

Name: (Example: Doe, John M.) _____

Current Local Address _____ Phone No. _____

SECTION B. (To be completed by department supervisor)

Name of Employing Department _____

Time Sheet Routing Number R 0 _____

Date Student Begins Work _____ and ends _____

Maximum Earnings Authorized: \$ _____

Important! – Time sheets will no longer be printed after student has earned this amount.

Funding Source (6 digit cost center) _____ Object Code **0910**

Authorized By _____ Date _____

1. **HALF-TIME ENROLLMENT REQUIRED.** All Student Employees are strongly encouraged to maintain **FULL-TIME** enrollment if possible. Student Employees are required to maintain at least 6 undergraduate or 3 graduate credits while on the student payroll. A student who drops below half-time enrollment must be immediately discontinued from the student payroll.

2. **SEMESTER BREAK AND VACATION PERIODS.** To continue on the student payroll during the semester break and short periods of vacation, a student must be enrolled at least half-time in the term following the break.