

Bemidji State University & Northwest Technical College
2023-2024 REGULAR PAYROLL AUTHORIZATION
FORM (M & E Regular Payroll, Department Funds and Grants)

Financial Aid use only:
Student does not qualify for Work Study

FA Signature: _____
Date: _____

Student payroll use only Pay Rate: _____

NOTE: Students are not to start work until cleared for payroll and have an eTimesheet available in their eServices. In addition, students must have a U.S. Social Security Number before being placed on 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 Financial Aid office.
4. Financial Aid determines if the student is qualified for Work Study; if not, the form is sent to the Student Employment Office, Deputy 202. If they do qualify for Work Study, a Work Study contract will be sent to the supervisor to complete.
5. 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 etimesheet.
6. Student reports to supervisor for work.

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

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

SECTION A. . (To be completed by student)

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! – eTimesheet will no longer be assessable to the student after this amount has been reached.

Check One: E-timesheet _____ Stipend* _____ *only allowable due to special projects

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

Authorized By _____ Date _____

Supervisor BSU/NTC ID _____

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.

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.

Student PR Office Use Only:

Auth#: _____ Date Completed: _____ Entered By: _____