

Student Payroll Authorization Form

Fall & Spring Semesters

Bemidji State University



Northwest Technical College

Members of the Minnesota State system

- Supervisor verifies the student is eligible to work by meeting the requirement of being enrolled a minimum of 6 credits during the academic semester.
- Supervisor emails the Financial Aid office (financialaid@bemidjistate.edu) a list of students (name and 8-digit Tech ID) they intend to hire. The Financial Aid office will review the students' accounts for work study eligibility. Based on the determination of the Financial Aid office regarding the student's funding source, the supervisor completes Section A.
- Supervisor and student complete Section B and Section C.
- Completed payroll authorization forms must be **EMAILED** to student.payroll@bemidjistate.edu.
- **IMPORTANT: New payroll students (including international students) will be contacted (via their institutional email) to complete new-hire documentation in person with Business Services PRIOR to beginning work. Students are not to start work until cleared for payroll and issued a timesheet.**

SECTION A: Employment Funding

☐ Regular Payroll or ☐ Work Study (Select One: ☐ Federal ☐ State)
Award Amount: Fall \$_____ Spring \$_____

SECTION B: Student Information

Student Tech ID (8-digit all numeric): _____
Legal Name: _____ Preferred Name: _____
Current Local Address: _____ Phone: _____
Student Signature: _____

SECTION C: Employer Information

Department: _____ Program Code (6-digit all numeric): _____
Routing ID: BSU R0_____ or NTC R9_____

Start Date: _____ End Date: _____

Type of Payment: ☐ Hourly (e-Time) or ☐ Stipend (special projects only)

Total Amount Authorized: \$_____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____

Supervisor Tech ID (8-digit all numeric): _____

Business Services Use Only: Pay Rate: \$_____ Authorization #: _____ Date: _____

Financial Aid Office Use Only: ☐ Student does not qualify for work study.

Signature: _____ Date: _____