Bemidji State University | Northwest Technical College
SUMMER 2025
REGULAR PAYROLL AUTHORIZATION FORM
(M & E Regular Payroll, Department Funds and Grants)

Student payroll use only

Pay rate: _____

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
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 an etimesheet.
5. Student reports to supervisor for work.
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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*) Please print

Student ID: _____

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

Current Local Address _____ Phone No. _____

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SECTION B. (*To be completed by department supervisor*) Please print and complete all lines

Name of Employing Department _____ Time Sheet

Routing Number   S 0 __ __ __ __

Date Student Begins Work _____ and ends _____ Maximum

Earnings Authorized: $_____

Important! – eTime sheets will no longer be available to students after they earn this amount!

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_____

1. To be eligible for summer employment students must be pre-registered for at least 6 credits for the following fall semester.

2. Students who are currently enrolled and will be completing a degree at BSU during the summer are eligible for summer employment.

Student PR Office Use Only:

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