

Bemidji State University & Northwest Technical College  
**2025-2026 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: \_\_\_\_\_

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**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 203(B). 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 **to increase funds for existing authorizations\*\***

Please e-mail [student.payroll@bemidjistate.edu](mailto: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. \_\_\_\_\_

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**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: \_\_\_\_\_