

Student Help Employee (Non-Work Study) **WORK AUTHORIZATION FORM**



Social Security Number: _____ or Tech ID : _____

Name: _____
Last First M.I.

PLEASE INDICATE WHAT YOU ARE DOING:

- New Employee
W-4 and I-9 payroll packet required (instructions for completion on back of this form)
International Students complete packet in International Student Office
- Prior Student Employee
Payroll packet (W-4 and I-9) not required if already on Student Payroll System
- To Change End Date: Work Authorization # _____ New End Date: ____/____/____
- Pay Rate Change: Work Authorization # _____ Effective Date: ____/____/____

Required Information for All Student Employees

Authorization Details

Fiscal Year: _____

Start Date: ____/____/____

End Date: ____/____/____

Pay Code: _____
2-character classification level (ex. C3)

Funding Source: _____
(6-digit Cost Center)

Pay Rate: \$ _____

Timesheet Routing ID: _____
(6-character alphanumeric ID - used for payrosters)

Workers' Compensation

- Maintenance
- Other Position Type _____

Object Code: 0910

Name of Employing Dept. _____

Authorized By:

Department Chair/Director or Supervisor Mailing Address Phone Date

Student Payroll Completes:

Work Authorization Number: _____
(this number will appear on your pay roster)

Form Distribution: Original – Student Payroll Copy – Supervisor (keep for your file)

This form available online at: mnsu.edu/busoff/forms

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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 credits while on the student payroll. A student who drops below half-time enrollment must be immediately discontinued from the student payroll. **Supervisor must verify that the student is enrolled at least half-time (6 credits).**

This form is to be completed only for Student Help (M & E Regular Payroll, Department Funds, and Grants). The

INSTRUCTIONS FOR SUPERVISORS ON HOW TO COMPLETE THE WORK AUTHORIZATION FORM

- If *new* student employee:
 - Check the box “New Employee”.
Attach the completed W-4 and I-9 (these are required forms in order to be on the Student Payroll System).
If the student *has been* a student employee at the University before:
 - Check the “Prior Student Employee” box.
- Enter the student’s social security number.
Students must have a U.S. Social Security Number before being placed on the payroll.
- Enter the student’s name.
- Enter the Fiscal Year the Work Authorization is for.
- Enter the Start Date of the Work Authorization.
- Enter the End Date of the Work Authorization. (If unknown, leave blank.)
- Pay Code
 - If the student is to be paid at base pay, leave blank.
 - If a higher rate of pay is to be paid, a “Student Employee Position Form” must be on file with the Student Payroll Department. Choices for the pay codes are:

C2	Campus Assistant 2	P1	Para Professional 1	S1	Student Supervisor/Technology 1
C3	Campus Assistant 3	P2	Para Professional 2	S2	Student Supervisor/Technology 2
C4	Campus Assistant 4	P3	Para Professional 3	S3	Student Supervisor/Technology 3
		P4	Para Professional 4	XX	Lump Sum Payments
- Enter the funding source (cost center) the student’s payroll is to be charged to.
- Enter the rate of pay the student is to be paid at.
- Enter the timesheet’s Routing ID (Routing ID is where the payroster is sent).
- Workers’ Compensation
 - Check a box to specify if this is a “Maintenance” or “Other” type of position. If “Other,” please explain (ie: Clerical, Filing).
- Approve the form and route to Business Services, WA 236, with the completed W-4 and I-9 packet.
- Student’s payroll will be charged to object code 0910.
- Enter your department’s name.
- 15. Bring original WAF to Payroll Dept. accompanied with the W-4 and I-9 packet.**

CHANGING END DATE FOR A WORK AUTHORIZATION

- Enter the student’s Social Security number or Tech ID number.
- Enter the student’s name.
- Check the Change End Date box.
- Enter the Work Authorization number which the change is for.
- Enter the New End Date.

CHANGING OTHER ITEMS – A NEW WORK AUTHORIZATION

If you are changing a Pay Code, Cost Center, or Routing ID for a student, a new Work Authorization Form must be completed. **A Work Authorization Form applies to only one cost center. Students being paid from more than one cost center will need a separate form for each cost center.**