

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

1. 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.
2. Enter the student’s social security number.
Students must have a U.S. Social Security Number before being placed on the payroll.
3. Enter the student’s name.
4. Enter the Fiscal Year the Work Authorization is for.
5. Enter the Start Date of the Work Authorization.
6. Enter the End Date of the Work Authorization. (If unknown, leave blank.)
7. 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	XX	Lump Sum Payments
		P4	Para Professional 4		
8. Enter the funding source (cost center) the student’s payroll is to be charged to.
9. Enter the rate of pay the student is to be paid at.
10. Enter the timesheet’s Routing ID (Routing ID is where the payroster is sent).
11. Workers’ Compensation
 - Check a box to specify if this is a “Maintenance” or “Other” type of position. If “Other,” please explain (ie: Clerical, Filing).
12. Approve the form and route to Business Services, WA 236, with the completed W-4 and I-9 packet.
13. Student’s payroll will be charged to object code 0910.
14. 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

1. Enter the student’s Social Security number or Tech ID number.
2. Enter the student’s name.
3. Check the Change End Date box.
4. Enter the Work Authorization number which the change is for.
5. 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.**