

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



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 Center, SU 250
- 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: _____	Student Job Title: _____
Start Date: ____/____/____	End Date: ____/____/____
Pay Code: _____ 2-character classification level (ex. C1)	Funding Source: _____ (6-digit Cost Center)
Pay Rate: \$ _____	Timesheet Routing ID: _____ (6-character alphanumeric ID - used for payrosters)
Workers' Compensation <input type="checkbox"/> Prof/Clerical	Supervisor Tech ID: _____
<input type="checkbox"/> All Other _____	eTime: <input type="checkbox"/> Yes <input type="checkbox"/> No
Object Code: <u>0910</u> _____	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

August 2016