

## Student Payroll Reminders

Revised 1/05/2009

1. Students should complete a new payroll packet if the student has never worked on campus.
2. Employment Eligibility Verification (Form I-9)
  1. The student should complete Section 1 completely.
  2. The department supervisor needs to complete Section 2 completely. The document name, number, and expiration date, if applicable, should be written by the supervisor on the I-9 form under the List B and List C headings. A complete list of acceptable documents is on Page 3 of the I-9 form.
  3. Copies of documents used from List A, B or C must be attached.
  4. Both the student and the supervisor must sign the I-9 form.
3. Students must be enrolled at least half time (6 hours undergraduate and 5 hours for graduate students in the Fall and Spring semesters) to be eligible for work study.
4. Students that exceed \$6.55 per hour must have a justification form from their supervisor on file in the payroll department.
5. Students and supervisors must complete timesheet in **INK ONLY, PENCIL IS NOT PERMITTED!!!!** White outs should be initialed by the supervisor. Timesheets will be returned to your department if not completed properly!
6. Timesheets should be calculated and totaled by the supervisor.
7. The student and the supervisor are required to sign the timesheet before submitting it to the Payroll Office. The supervisor may sign in absence of the student.
8. All timesheets must include the account number (6 digits) and the account name.
9. Student must provide either their CWID or social security number on the timesheet.
10. For 03 workers that make more than \$6.55, please indicate the correct pay rate on the timesheet.
11. The 03 workers are allowed to work in more than one department during the same semester, but can not work over 20 hours total per week.
12. The 04 workers are not allowed to work in more than one department during the same semester.
13. If the student is an international student, he or she is required to complete a non-resident alien data form and attach a copy of their I-20, Passport, and Visa.
14. Good internal control practices dictate that the supervisors turn in the student timesheets. Once the student has signed their timesheet and turned it over to the supervisor for review and approval, they should no longer have any access to the timesheet (i.e. the student bringing it to the Controller's Office/Payroll for processing).
15. All students being paid out of an account that begins with a 5-, 6-, or 8- must be paid on a payroll voucher. The voucher must be signed by the employee, requesting agent, and approving agent before being submitted to Grants and Contracts for approval.
16. To access the student payroll packet go to [www.ulm.edu](http://www.ulm.edu), Click on Faculty and Staff at the top, Click on Controller under Employee Resources, Click on Payroll/Student Payroll, and Click on 03/04 College Work Study Packet. Here you will also find the 03/04 request form that needs to be completed for each student each semester.