

Business Services

Student Payroll Guide



This document outlines the procedures, policies, and instructions for the student employment process on the campus of Minnesota State University Moorhead.

Student Payroll Website

Payroll Calendars

Student Payroll Contact

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Important Dates

06/30/2025 - Last day of FY25 (new authorizations starting 7/1/2025).
07/01/2025 - Beginning of FY26 (new authorizations needed).
07/29/2025 - Last day of summer work study.
07/30/2025 - Fall semester start date for fall/spring work study authorizations.
12/19/2025 - Last workday for students not attending spring semester.
05/09/2026 - Last workday for students who will not be returning summer or fall.
06/30/2026- Last day of FY26 (new authorizations starting 7/1/2026).

Student Payroll Guide

TABLE OF CONTENTS

| | |
|---|------|
| <u>STUDENT EMPLOYEE PAYROLL OVERVIEW</u> | 3 |
| <u>DETERMINE EMPLOYMENT ELIGIBILITY</u> | 3 |
| <i>Credit Requirements</i> | 3 |
| <i>Graduate Assistant Employment Policy</i> | 3 |
| <u>EMPLOYMENT PAPERWORK & FERPA TRAINING</u> | 4-5 |
| <i>FERPA Training</i> | 4 |
| <i>Domestic Students</i> | 4 |
| <i>International Students</i> | 5 |
| <u>RETURNING DOMESTIC STUDENT EMPLOYEES</u> | 5 |
| <u>RETURNING INTERNATIONAL STUDENT EMPLOYEES</u> | 5 |
| <u>WORK AUTHORIZATIONS</u> | 6 |
| <i>Undergrad Regular Funds</i> | 6 |
| <i>Graduate Assistant Regular Funds</i> | 6 |
| <i>Work Study</i> | 6 |
| <u>DIRECT DEPOSIT SETUP</u> | 6 |
| <u>CAMPUS WAGE RATES</u> | 7 |
| <i>Undergraduate Wage Rates</i> | 7 |
| <i>Graduate Wage Rates</i> | 7 |
| <u>FICA & AFFORDABLE CARE ACT</u> | 8 |
| <u>E-TIMESHEETS</u> | 9-11 |
| <i>Deadlines</i> | 10 |
| <i>eTimesheet Reviews</i> | 11 |
| <i>eTimesheet Approval</i> | 11 |
| <i>eTimesheet Edits/Grant Proxy</i> | 11 |
| <i>eTimesheet Review</i> | 11 |
| <u>ROSTERS, LUMP SUMS, & CONTRACTS</u> | 12 |
| <i>Rosters</i> | 12 |
| <i>Contracts</i> | 12 |
| <i>Entering Student Rosters/Lump Sums-PR0102UG</i> | 12 |
| <i>Roster Delivery</i> | 12 |
| <i>Balancing Roster Hours/Lump Sums-PR0103UG</i> | 12 |
| <u>REPORTS</u> | 13 |
| <u>OTHER</u> | 13 |
| <i>Daily Breaks</i> | 13 |
| <i>Holidays</i> | 13 |
| <i>Overtime</i> | 13 |
| <i>Maximum Hours- Domestic</i> | 13 |
| <i>Maximum Hours- International</i> | 13 |
| <i>Academic Breaks</i> | 13 |

STUDENT EMPLOYEE PAYROLL OVERVIEW

1: Determine Employment Eligibility

2: Employment Tax form Paperwork

- a) Domestic Students
- b) International Students

3: Work Authorization Form

- a) Completed by Student Payroll/Lump Sums, Graduate Assistants, Work Study
- b) Completed by Employing department/All Other

4: Direct Deposit Setup

- a) The student would set this up in e-services under the 'Student Employment' tab

5: eTimesheets Submitted (Student) and Approved (Supervisor)

*Students are not to begin working until cleared for payroll and active in eServices.

1: DETERMINE EMPLOYMENT ELIGIBILITY

To be eligible to work as a student employee at MSUM, the student must be registered and pay for credits through MSU Moorhead. Students must also be in good standing with the university, which means they must not have any holds on their account. Tri-College or MSCTC students attending classes at MSUM are not eligible. PSEO students are eligible to work as long as they are currently enrolled at MSUM.

Credit Requirements:

The minimum credit requirements for:

Regular Funds Position:

- Summer Session: Enrolled for a minimum of 1 credit during summer session or pre-registered for a minimum of 1 credit fall semester.
- Fall/Spring Semester: Enrolled for a minimum of 1 credit during the semester of employment.

** If an undergraduate student falls below 6 credits, or a graduate student falls below 3 credits (academic year) (or 2 credits summer), they are subject to FICA/Medicare, and the department is responsible for employer share.*

Work Study Position:

- Summer Session/ Fall Semester/ Spring Semester: Enrolled for a minimum of 6 credits during semester of employment. Any time a student falls below 6 credits, they no longer qualify for work study. If this occurs during the summer session, their entire award will be withdrawn, and the earnings will need to be covered by departmental funds.

Graduate Assistant Employment Policy:

- [Please click link for more information.](#)

2: EMPLOYMENT PAPERWORK

If your student worker has not been employed at MSUM before, please complete step A or B below.

If they have worked on campus before, please see the 'Returning Domestic Student Employees' or 'Returning International Student Employees' section and complete Step 3.

FERPA Training: All departments must notify their student employees about their rights under FERPA, and as employees of the University, the students must be trained in FERPA regulations annually. Please retain a copy in your department. It is not necessary to send a copy of the signature sheet to Business Services or the Registrar's Office.

A: DOMESTIC STUDENTS

I-9 Employment Eligibility Verification: Employing departments complete the I-9 verification in person for all newly hired students except international students. International students will complete their I-9 with Student Payroll in Business Services. *Copies or faxed copies of the student's identification will not be accepted.*

Student employees must complete Section 1 and provide original identity no later than close of business on their third day of employment. The department needs to complete and sign Section 2 verifying student identification. The employer cannot request or require that a student provide certain documents. Some of the most common forms of ID are: passport, passport card, driver's license, student ID card, birth certificate, social security card.

**The I-9 document must be downloaded to your desktop and saved, or it will not open. If issues occur with downloading the document, it can also be accessed [here](#).*

W-4: Please use current calendar year W-4 forms for both State and Federal. If the student employee chooses to be exempt, they will need to complete a new W-4 form and a W-4MN form each calendar year. If there are any errors on the form, Student Payroll will automatically revert to the standard deduction.

Minnesota Residents Claiming Exemption:

W-4 MN: Minnesota residents claiming exemption must submit a new W4 form prior to the beginning of each new calendar year. If they do not submit a new form, they will default to the standard deduction.

North Dakota & Michigan Residents Claiming Reciprocity:

MWR - Reciprocity: The MWR Reciprocity form needs to be completed each calendar year for North Dakota and Michigan residents and submitted prior to February 15th. The MI-W4 – Michigan Withholding form also needs to be completed for Michigan residents only and submitted by February 15th.

B: INTERNATIONAL STUDENTS

If the student has not worked for MSUM before, please refer them to Student Payroll in the Business Services Department for completion of the initial payroll setup and tax forms. International students need to bring their hard copy passport, I-94, I-20, and social security card (need to have social security number to begin employment) to Student Payroll for completion of their I-9 Form. Students without a social security card will need to apply and obtain a social security card before they can begin working.

The FERPA form should be completed and filed by the employing department.

The employing department needs to complete Section 1 of the **Verification of F-1 Student On Campus Job form** and refer the student to the Center for Global Engagement for completion of Section 2. This form is completed only if the student is employed in your department.

International Required Tax Considerations:

- International student employees who qualify for U.S. tax exemption, must complete and submit a new Tax Treaty Form 8233 & 8233 Attachment after December 15th but prior to new calendar year
- International Students are exempt from FICA/Medicare
- Permanent resident aliens are not exempt from FICA/Medicare

RETURNING DOMESTIC STUDENT EMPLOYEES

If your student employee has worked on campus before, please complete their annual **FERPA** form. If the student claimed exemption from either State or Federal, new exemption forms are required and due by February 15th of each calendar year. Emails will be sent out to students as a reminder. All other students not claiming exemption are not required to update their tax forms.

RETURNING INTERNATIONAL STUDENT EMPLOYEES

If your student employee has worked on campus before, please complete their annual **FERPA** form. Check with the Student Payroll Office to make certain your international student employees' forms are current. Only international student employees that have treaty exemptions must complete new 8233 tax forms after December 15th but prior to new calendar year. They will be notified by Student Payroll via email as a reminder.

International Required Tax Considerations:

- International student employees who qualify for U.S. tax exemption, must complete a new Tax Treaty Form 8233 & 8233 Attachment after December 15th but prior to new calendar year
- International Students are exempt from FICA/Medicare
- Permanent resident aliens are not exempt from FICA/Medicare

3: WORK AUTHORIZATIONS

Once tax forms are input/updated, work authorizations may be entered. Most work authorization will be created and entered ISRS by the employing department. For work authorizations that requires additional review, employing departments will create and submit work authorizations to Student Payroll for entry into ISRS: Work Study, Graduate Assistants, Contracts, Lump Sums and Rosters. Once the work authorization has been approved, the student will then be able to enter their time worked via eTime through student self-service.

For authorizations sent to Student Payroll, please fill out all the appropriate forms as complete as possible. Incomplete forms will be returned to the employing department which will delay creation of the students' timesheets.

WORK AUTHORIZATION FORMS

Undergraduate Regular Funds Authorization:

Regular funds authorizations may be created using the beginning date of July 1st of the current fiscal year to June 30th. All regular funds work authorization cost centers beginning with the number '2' will be encumbered. Once the work authorization has been entered, the undergraduate student may enter their time into E-time.

Graduate Assistant Regular Funds Authorization:

All authorizations for Graduate Assistants must be sent to and approved by the Graduate Studies Office no matter which cost center is being used. The Graduate Studies Office will require a job description for each position in your department being filled by a graduate student. Employing departments will create the Graduate Assistant work authorization, have it reviewed/approved by Graduate Studies and forward it to Student Payroll for entry into ISRS. Once the work authorization has been entered, the graduate student may enter their time into E-time.

Work Study Authorization Form:

One work study authorization is required for the regular academic year, beginning of Fall until the ending of Spring. Because Summer Schools falls over two fiscal years, two work authorizations are required. Students employed on work-study cannot be paid lump sum payments or with contracts. This form would be used for undergraduate and graduate students as well as Graduate Assistants with work study. Student Payroll will enter these authorizations.

4: DIRECT DEPOSIT SETUP

Direct Deposit Setup: Business Services strongly encourages direct deposit of student employee payroll. Students may access their direct deposit information from their e-services account. Students can manage their personal finances through a financial institution of their choice. In special circumstances, new student employees that miss the direct deposit deadline may pick up their first check from the cashiers in Business Services, Owens 106. If a student is refused membership at a banking institution, a paper check will be printed and mailed to the student's permanent address on file at the Registrar's Office. Students can view paystubs as well as start, stop, or change their bank account information in eservices. The direct deposit setup is for both student payroll and financial aid.

CAMPUS WAGE RATES

A student's wage rate is to be established at the time of hire or re-hire and the rate, or any increases, should be based on the duties required of the student and their previous work experience.

Undergraduate Wage Rates:

- Minimum Hourly Rate: \$13.00
- Maximum Hourly Rate: \$15.99 without Dean/VP approval
- Maximum Hourly Rate: \$16.00 - \$17.00 requires Dean/VP approval on work authorization form.
University policy is \$17.00 maximum

Graduate Student Wage Rates:

- Minimum Hourly Rate: \$15.00
- Maximum Hourly Rate: \$17.99 without Dean/VP approval
- Maximum Hourly Rate: \$18.00-\$20.00 requires Dean/VP approval on work authorization form.
University policy is \$20.00 maximum

***Please see student wages grids on the payroll website for more detailed information**

FICA & AFFORDABLE CARE ACT

FICA/Medicare: Exempt Students

The general student Federal Insurance Contributions Act (FICA) tax exemption rule states “payments for services performed in the employment of a college or university are exempt from FICA if the services are performed by a student who is enrolled at least half-time and regularly attending classes at the college or university.” International Students are always exempt from FICA/Medicare.

Undergraduate Students

Academic Year: maintain a half time at least 6 credits academic load

Summer Session: maintain at least 3 credits per session

Graduate Students

Academic Year: maintain a half time at least 3 credits academic load

Summer Session: maintain at least 2 credits per session

FICA/Medicare: Non-Exempt Students

If students work over 60 hours for 3 consecutive pay periods or over 80 hours for one pay period, the student and the department will be subject to FICA/Medicare tax. If you have students regularly working 30 or more hours in the summer, they are subject to FICA/Medicare taxes. Employing departments will need to complete the **FICA Tax-Hire Form**. We define “regularly working” as 3 out of 5 pay periods. *Students working over breaks that are 5 weeks or less do not need to submit a FICA Tax-Hire Form* (Ex: Christmas Break). The employing department will be charged the university’s portion of FICA/Medicare under object code 0924.

FICA/Medicare Rates:

Employer/Employee FICA 6.2%

Employer/Employee Medicare 1.45%

Affordable Care Act:

Minnesota State System Office has determined that the Affordable Care Act (ACA) requires us to make health insurance available to student employees who average 30 hours a week or more over a 12-month period. If your student employee meets the criteria for coverage, the employer’s cost of this health care coverage will be charged back to the employing department. For more information on the employer’s cost, please contact the HR Department.

5: ETIMESHEETS

eTimesheet approval is a web-based application. The student employee submits their timesheet in eservices. The supervisor will be able to view, edit and approve time unsubmitted or submitted for payment.

An eTimesheet is active in the student payroll system and available in the student's eservices as soon as the student employee work authorization has been approved. If a work authorization is shown as inactive or not showing up, the work authorization requires further review.

Common work authorization errors:

- Work authorization not approved
- Work Authorization date expired
- Taxes require updating

View Position Detail:

Position Details

This student has earned \$2,898.00 determine if the position's maximum

Funding Source 215010 - Bus 0910 - Stude

| Date | Start Time |
|-------------|------------|
| Tue, Nov 29 | 8:30 AM |
| Thu, Dec 1 | 8:30 AM |
| Fri, Dec 2 | 12:00 PM |
| Tue, Dec 6 | 8:30 AM |

11:30 AM 3.00 Regular

Total Hours 13.00

View Position Details

Approved 12/7/2022 2:46 PM Amber Nelson

Work Authorization Review/ISRS screen PR0024UG:

The below fields are required:

- eTime checkbox
- Start and End Dates
- Fiscal Year
- Cost Center/**All Cost Center with 2XXXXXX must be encumbered**
- Object Code
- Routing ID
- Max/Exp Amt (Budget Amount)
- Approved By

Student Payroll Guide

Student Employee Work Authorization Entry

PR0024UG 1.78 Minnesota State University Moorhead 12/12/2022

Auth Nbr: 86700 SSN: ID:

Authorization Details

Type: Standard ☒ eTime

Auth Status: ☒ Active ☐ Inactive ☐ Audit

Title: Office Assistant

Start date: Jul 1, 2022 to Jun 30, 2023

Pay Code: Pay Rate:

Max/Exp Amt: 3200.00 / 2898.00

Comments

Approved By: 15172868 Nelson, Amber Lyn

Account Details

FY: 2023

Primary CC: 215010 BusinessServ

Object Code: 0910 Stu Help Sal

Match CC: Match Pct:

Report CC: 215010 BusinessServ

Routing ID: R15010 Business Services

Supervisor: 15172868 Nelson, Amber

Workers' Comp: ☒ Prof/Clerical ☐ All Other

Encumber: ☒

FISAP/MHESO: Not Applicable

Approve: Gkp1 Max Earnings: Gkp2 Audit: Gkp3

If there are errors, they can be viewed by clicking into the bottom bar strip. It will provide a drop-down menu and you can see any items in error

Approve: Gkp1 Max Earnings: Gkp2 Audit: Gkp3

Store was successful.

Deadlines/Timelines for Student Payroll Production Cycles:

Deadlines and timelines are located on the student payroll website under Student Payroll Calendars. This includes pay periods, entry dates, authorization timelines, timesheet due dates, and pay dates.

**Timesheets are due by 4:30pm the Wednesday of payroll week. Student Payroll is not responsible for late eTimesheet approvals. If you will be gone, please make sure to assign a proxy to approve your timesheets. If a timesheet is approved late, the timesheet will be processed the next upcoming pay period.*

Reporting Hours:

Hours should be reported on the date worked within the current pay period worked. *If you need to enter hours from a previous pay period, and are unable to, reach out to Student Payroll for assistance.*

eTimesheet Review

Access the web application via [ISRS Employee Home](#)> Employee Application> Student Payroll Supervisor.

Review Time Worked:

Student Payroll Supervisor ▾

Kirstin Feldmeier Winona SU ▾ Help

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015

Payment Date 05/01/2015

5 Not Submitted

4 Ready For Approval

5 Approved

14 All

Approve Time

Not Submitted (red) – Displays the time worked records that have been entered by the student employees but have not been submitted. The supervisor will want to follow up with the student to have them get their hours submitted. Supervisors may approve un-submitted timesheets if the hours entered are correct.

Ready For Approval (green) – Review the pending records under ‘Ready For Approval’ for accuracy and to make sure no changes are needed and approve by 4:30pm Wednesday after last day of pay period.

Approve Time Worked:

To approve the time worked records, click the check box before the statement “I certify that hours/amount are correct and the work was performed in a satisfactory manner,” then the ‘approve time’ button. The box will need to be checked for all submitted records.

Edit eTimesheets:

To edit hours that may have been entered for incorrect time or on the wrong date use the drop-down arrow by “Student Payroll Supervisor” and select the “Maintain Time Worked” option.

Grant Proxy:

To assign someone to be a “Proxy” to approve your eTimesheets select the “Grant/View Proxy Access” option. You should use this if you expect to be unable to approve eTimesheets during a pay period, vacation/illness.

MnSCU ISRS

Student Payroll Supervisor ▾

Student eTime

Approve Time Worked

Maintain Time Worked

Grant/View Proxy Access

Pay Period Date Range 05/30/2018 - 06/12/2018

Payment Date 06/22/2018

0 Not Submitted

0 Ready For Approval

0 Approved

0 All

ROSTERS & LUMP SUMS

Roster and Lump Sums are used in a rare occasion when eTime is not able to be used. Lump sums will only be submitted when a one-time payment is needed.

Rosters:

The roster is a list of all your student employees who do not use eTime.

Rosters may be used to submit hours for department student employees to the Student Payroll office. Rosters are a way to report a certain amount of pay (hours or dollars) after they have completed the work (Ex: musicians, panelist, etc.) If you choose the roster method, the department agrees to keep the student employees detailed work records in accordance with the university record retention schedule. A roster will be emailed to the supervisors on the Monday before pay period end date.

Roster Entry and Balancing:

Roster hours are to be entered by the employing department in the ISRS System, **Screen P0102UG**, on Wednesday following the pay period end date. Once entries are entered, saved, and approved the next step is to balance the routing ID using ISRS System **Screen PR0103UG**. [Entering Rosters Link](#). [Balancing Rosters Link](#).

Roster Delivery:

Email completed and signed rosters to the Student Payroll Office by the off payroll week Wednesday at 4:30 p.m. Hours entered that do not have a supporting roster/timesheet cannot be processed.

To Enter Student Roster Hours or Amount: [Entering Rosters Link](#).

Sign into ISRS, in the white box at the top right type PR0102UG, or click on Student Payroll System, then Payroll Transactions, Payroll Roster Entry.

- Enter pay period from [payroll calendar](#) (Ex: 2024-01)
- Enter your routing ID (if you have more than one you must do each routing ID separately) and press tab. The roster will populate
- Enter hours/amount only. If a student doesn't have hours/lump sum do not enter zero. Leave this field blank. Then hit Store (either by Ctrl-S, or right click and store)
- Click on 'Unapproved' on the drop-down menu called 'List Timesheets' at the bottom of the screen
- A window will open at the top. Click 'All', and then 'Approved' box.

Balancing Authorized Hours or Amounts: [Balancing Rosters Link](#).

Type PR0103UG in the white box at the top right or, click on 'Student Payroll System', then 'Balancing Authorized Hours'.

- Enter pay period and routing ID
- Add up the total hours/lump sums on the rosters and enter that amount in "Approved Hours" or "Approved Lump Sum" box
- Click on "Balance Routing ID" button (Gkp2). The total should equal what you entered from your roster.

REPORTS

Bi-Weekly Reports:

Bi-weekly department payroll reports can be pulled by the department in ISRS web accounting. Supervisors are to review these reports for accuracy for each pay period and monitor balances available for student employee hours. **ISRS Report Instructions**.

Reports include:

- List of Pay Periods/PR0002GR
- Work Authorization Report/PR0024UG/This report provides detailed information on authorizations by supervisor or cost centers
- Student Employee Time Worked Status/PR0211CP
- Student Employee Hours Worked Exception/PR0213CP

OTHER

Daily Breaks:

Time to use the nearest restroom must be provided within each four consecutive hours of work. A 30-minute unpaid lunch period applies to employees who work eight or more consecutive hours. The lunch period will occur near the midpoint of each work shift.

Holidays:

Any hours worked on a scheduled holiday must be approved and noted on the timesheet by the student employee supervisor.

Overtime:

Overtime is almost never allowed. If you know that your student employee is working in more than one area, please ensure that the total hours worked per week (Wednesday through Tuesday) does not exceed 40 hours. Any weekly hours reported over 40 will be paid at time and one half and will be prorated between departments if there are hours submitted from more than one department.

Domestic Student Employee Maximum Hours Regulations:

Employment should not exceed 20 hours per week (Wed – Tues) while school is in session, or 40 hours per week during academic breaks and summer sessions. This includes combined hours from all employment. Students who average 30 or more hours per week per calendar year will be eligible for insurance which the employing department will be charged.

International Student Employee Maximum Hours Regulations:

Employment must not exceed 20 hours per week (Wed – Tues) while school is in session, or 40 hours per week during academic breaks and summer sessions. This includes combined hours from all employment. Going over 20 hours per week can affect their eligibility to work in the U.S., so it is crucial that supervisors are communicating with their employees.

Academic Breaks:

Anytime school is not in session as well as during summer semester. This is calculated by our work week which is Wednesday through Tuesday.