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

Student payroll is a three part process:
1. Initial setup paperwork/direct deposit - completed by the student.
2. Authorization form - completed by the department.
3. Etimesheets submitted (student) and approved (supervisor).

Students are not to begin working until cleared for payroll and issued a timesheet.

**EMPLOYMENT PROCESS**

**Determine whether the student is eligible to work at MSUM**
In order 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.

**Does the student meet minimum 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. Anytime a student falls below 6 credits, they no longer qualify for work study. If this occurs during summer session, their entire award will be withdrawn and the earnings will need to be covered by departmental funds.

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

Student employees who have a “normal work schedule” of 30 hours or more per week will have FICA/Medicare taxes applied regardless of their enrollment. The employing department will be charged the university’s portion of FICA/Medicare under object code 0924. In addition, a Student Employee FICA Hire Form must be submitted.
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 regularly working over 30 hours a week. The employer’s cost of this health care coverage will be charged back to the department. For more information on the employer’s cost, please contact the HR Department.

Important Dates

- 7/1/18 – Beginning of FY19
- 8/8/18 – Fall semester begin date (for student payroll)
- 12/20/18 – Fall semester end date for students not attending Spring semester
- 12/31/18 – Fall semester end date for students attending Spring semester
- 5/17/18 – End of Spring semester

Deadlines/Timelines
Deadlines and timelines are located on the student payroll website. This includes pay periods, entry dates, authorization timelines, timesheet due dates, and pay dates.
NEW STUDENT SETUP FORMS

If your student has NOT worked on campus before, and is not an international student, please complete the following forms:

MANDATORY ITEMS

I-9 Employment Eligibility Verification - Student employees must complete Section 1 and provide original identity no later than close of business on their third day of employment. Copies or faxed copies will not be accepted. 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.

W-4 - Please use the form for the current calendar year. If there are any errors on the form, the Student Payroll Office will automatically revert to the standard deduction. If the student employee chooses exempt, they will need to complete a new W-4 form and a W-4MN form each year. If they don’t submit a new form, their W-4 will automatically revert to the standard deduction.

Direct Deposit Setup - Business Services requires direct deposit of student employee payroll. Students may access their direct deposit information from their e-services account. They are able to 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.

FERPA - 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. 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.

ONLY IF APPLICABLE

MWR - Reciprocity - The reciprocity form is ONLY completed if the student employee’s permanent address is North Dakota or Michigan. If the student employee returns home at least once per month, they will not have to pay Minnesota income tax on wages earned in Minnesota. The form needs to be completed each calendar year. They will pay taxes to their state of residence on wages earned from a Minnesota employer. If this form is not completed at the beginning of each calendar year, their MW-R information will automatically change to Minnesota withholding.

W-4 MN – Use this form if the student employee is a Minnesota resident, and any of the following apply:
- claim to be exempt from federal withholding or claim to be exempt from MN withholding
- claim fewer MN withholding allowances than their federal allowances
- claim more than 10 MN allowances
- want additional MN withholding deducted from their pay each pay period

RETURNING STUDENT FORMS

If your student employee HAS worked on campus before, please complete their annual FERPA form, and ask if they need changes to their W-4. They may also need an updated W-4MN (exempt) or MW-R (Reciprocity) form.
NEW INTERNATIONAL STUDENT FORMS

If your student is an international student who has NOT worked on campus before, please refer them to Student Payroll for completion of payroll setup and tax forms. The exception is the FERPA form. Please have your student complete this and file in your department.

Students without a social security card will need to apply for one before they can begin working. The employing department needs to complete Section 1 of the Verification of F-1 Student On Campus Job and refer the student to the International Student Office for completion of Section 2. This form is completed ONLY if the student will be employed in your department.

Please ask the student to bring their passport, I-94, I-20, and social security card (or a receipt for the SS card application) to Student Payroll for completion of their setup forms.

RETURNING INTERNATIONAL STUDENT FORMS

Please checks with the Student Payroll Office to make certain your international student employees’ forms are current. Also, have them complete their annual FERPA form and file in your department. All international student employees must complete new tax forms each calendar year and will be notified by Student Payroll via email when they are due.

- International student employees who qualify for U.S. tax exemption (US has a tax treaty with some countries) must complete a new Tax Treaty Form 8233 each calendar year.
- International student employees who are considered a permanent resident alien for tax purposes along with student employees who do not qualify for U.S. tax exemption must complete a new W-4 each calendar year.
- Permanent resident aliens are not exempt from FICA/Medicare.
WORK AUTHORIZATIONS

Work Authorizations are required from the hiring department. This authorizes the student payroll office to setup authorizations from your cost center for your student employee. Please fill out all the information as incomplete forms will be returned to the hiring department which will delay getting the students timesheets created.

Regular Funds Authorization
Regular funds authorizations may be used from July 1st of the current year to June 30th of the following year (fiscal year). All regular funds work authorization cost centers beginning with the number ‘2’ will be encumbered.

Work Study Authorization Form
One work study authorization is required for the academic year. A new authorization is needed only if your student will be working during the summer. Students employed on work-study cannot be paid lump sum payments or with contracts.

Changes to Authorizations
Authorization changes such as an hourly rate increase, making an authorization inactive, or changing maximum authorized amount, should be sent by email. When sending these changes please make sure to include the student’s first and last name and the authorization number to ensure accuracy.

Campus Wage Rates
- Minimum Hourly Rate: $9.65 (as of 1/1/2018)
- Maximum Hourly Rate: $12.00 without Dean/VP approval
- Maximum Hourly Rate: $12.01 - $15.00 requires Dean/VP approval in writing.

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. To increase an hourly rate, inflate the number of hours worked, or pay the student for more hours than they have worked to "use up" work study is considered to be a misuse of federal or state work study funds.

eTIMESHEETS/ROSTERS

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 it for payment. The supervisor is also able to view and edit an etimesheet that has not been submitted.

An eTimesheet is entered into the student payroll system and available in the student’s eservices as soon as the student employee completes all required payroll setup forms, direct deposit is “active”, and a complete work authorization has been received from the supervisor. If an etimesheet does not show in the student’s eservices account, please check with the Student Payroll Office.
Student Payroll Information & Guidelines

Rosters
The roster is a list of all your non-etime student employees. Rosters may be used as a way to submit hours/lump sums from the departments to the Student Payroll Office. Rosters are an effective way to report hours for departments who use an employee timeclock or want to pay students a certain amount after they have completed the work (i.e. 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. Rosters are distributed via email every two weeks by the Student Payroll Office.

Contracts
Contracts will schedule a certain amount to be paid to the student every two weeks for a specified amount of time. Contracts should only be used if you know for certain the student employee will be completing the work during the pay period.

Roster Entry
Hours and/or lump sum payments are to be entered by the department in the ISRS system (P0102UG) on Wednesday following the pay period end date. A roster will be emailed to the supervisors on the Monday before pay period end date.

Roster Delivery
Email, send through Intercampus, or deliver in person the completed and signed rosters to the Student Payroll Office by Wednesday at 4:30 p.m. Payroll cannot be processed if we do not have these. Hours/lump sums entered that do not have a corresponding roster/timesheet will be removed and will not be processed. Hand delivery is highly recommended.

Hours Must Be Reported On the Date Worked
Do not hold or prepay hours. Hours must be reported and paid when they are worked. Holding hours or prepaying hours is against the law. Hours worked during a given pay period should not be reported as worked in any other pay period.
ROSTER/LUMP SUM INSTRUCTIONS

To Enter Student Roster Hours/Lump Sum – PR0102UG
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)
- Enter your routing ID (if you have more than one you must do each routing ID separately)
- Press ‘tab’ and the roster will populate
- Enter hours/lump sum only. If a student doesn’t have hours/lump sum, do not enter zero, leave this field blank
- 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.
- When finished, either right click and ‘quit’, or close the window by clicking the red ‘x’

Balancing Authorized Hours/Lump Sum – PR0103UG
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 on the timesheets and enter that amount in “Approved Hours” or “Approved Lump Sum” box
- Click on Balance Routing ID button (Gkp2). The total that appears on the right in the ‘grey’ area should equal the amount you entered on the left side. If it does, you are done. If it does not equal, add the hours again to find the error.

NOTE: If you have to make any changes to a student’s hours/lump sum you can go back to Step 1, make your addition or change, and then click on “Unapproved” under list timesheets, and approve the entry you made. Go back and repeat Step 2 again. Make sure you add or subtract the change(s) made!

Entering Hours for Previous Pay Periods

All hours/lump sums submitted for previous pay periods are entered at the Student Payroll Office.
ETIMESHEET INSTRUCTIONS

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: 04/08/2016 - 04/21/2016  
Payment Date: 05/01/2015

0 Not Submitted  4 Ready For Approval  4 Approved  14 All

Approve Time

**Ready For Approval (green)** – Review the pending records under Ready For Approval for accuracy and to make sure no changes are needed.

**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.

**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/Grant Proxy**

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. To assign someone to be a “Proxy” to approve your eTimesheets select the “Grant/View Proxy Access” option. You can use this if you will be unable to approve etimesheets during a pay period or you want a backup.
DIRECT DEPOSIT

Payroll Distribution
Student employees need to set up direct deposit of their payroll check. 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. In the event that 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.

REPORTS

Bi-Weekly Reports
Bi-weekly department payroll reports are emailed to the person assigned to each routing ID number following the processing of payroll each pay period. These reports include fiscal year-to-date student payroll expenditures by cost center, the start date, end date, current pay period earnings, hours remaining, and balances for individual students. Student employee budget supervisors are to review these reports for accuracy each pay period and monitor balances available for student employee hours.

OTHER

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 and 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 not allowed, except in limited circumstances. 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.

International Students
International student employment must not exceed 20 hours per week while school is in session, or 40 hours per week during academic breaks and summer sessions. This includes combined hours from all employment.

Campus Websites
Student Payroll
Office of Scholarship and Financial Aid
Dragon Jobs

Student Payroll Contact
Ginny Bachman  ginny.bachmann@mnstate.edu
Business Services, Owens 106
Phone 218-477-2223
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