**STUDENT PAYROLL DEPARTMENT INFORMATION & INSTRUCTIONS**

1. Please compile a list of students that will be working in your department and supply that list to Ms. Darlene Yost, Student Payroll Administrator, either via email at yostd@lafayette.edu or by campus mail to the Office of Finance & Business Affairs, 202 Markle Hall. The list should include the following:
* Student’s Full Name (No nicknames)
* Student ID Number
* Student Title (If you require one)
* Pay Rate
* Start and End Date of the position
* Accounting Information (Fund, Organization, Account, and Program)
* Approver’s Name (This is especially important for on-line time sheets.)
* Indicate **“FWS”** or **“JOB”** if your student employee appears on the “1516 STUDENTS ELIGIBLE FOR FWS OR JOB” listing you will receive from Jamie Baltz. ***(If your student employee appears on the listing you must also notify Jamie Baltz (******baltzj@lafayette.edu******), Financial Aid Office, at the same time with this requested information. This information needs to be supplied to Jamie during the academic year only – not during the summer.)***

This list needs to be supplied to Ms. Yost prior to the students first day of work. This will greatly assist us in helping identify which students still need to complete their employment paperwork as well as setting the student up with an online time sheet (for those departments that currently utilize them).

1. The employment paperwork consists of forms that must be completed and returned to Ms. Yost before a student can be paid. These forms can be obtained at the Payroll Window on the 2nd Floor of Markle Hall or on the Finance & Administration webpage. The forms that need to be completed are:

Local Earned Income Tax Residency Certification Form

Employment Eligibility Verification (I-9)

Internal Revenue Service Form W-4

Local Services Tax Exemption Certification

Direct Deposit (optional but highly recommended)

Students that have not previously worked on campus and have not completed the employment paperwork should not begin working and cannot be paid until that is done. Any student that is unsure if they have already completed their employment paperwork should contact the payroll department (Darlene Yost, ext. 5135, yostd@lafayette.edu or Geoff Schoeneck, ext. 5142, schoeneg@lafayette.edu) for verification.

When submitting the forms to our office, the student must provide two forms of acceptable documentation – one that establishes **photo identity** (driver’s license or school ID) and one that establishes **employment authorization** (social security card or birth certificate). However, we will also accept a United States Passport as BOTH forms of identification. We will not accept any form of documentation that is expired and the original forms need to be presented to our office in person.

International students need to contact Ms. Janine Block, International Student Advisor, who will provide assistance in helping students obtain a Social Security Number and Social Security Card. Once the student obtains their Social Security Card, they can complete their employment paperwork and we can then begin paying them.

1. To avoid the possibility of duplicate payments, we cannot accept faxed or emailed copies of time sheets for those departments not currently utilizing online time sheets. As a reminder, time sheets for students receiving Federal Work Study should be compiled and submitted to our office on pink time sheets. Time sheets for students not on Federal Work Study should be compiled and submitted to our office on white time sheets. It is imperative that all time sheets, whether online or paper, be completed, approved and submitted to our office by the deadlines listed on the pay schedule. If a deadline is missed, we will not be able to process the time sheets and pay the students until the following payroll.
2. Any departments that currently submit paper time sheets for their students but would like to explore the possibility of online time sheets should contact either Darlene Yost (ext. 5135, yostd@lafayette.edu) or Geoff Schoeneck (ext. 5142, schoeneg@lafayette.edu) to discuss further. We have found online time sheets for students to be an efficient and easy way to collect and process payroll information for not only our office but for the students and departments as well.