

STUDENT PAYROLL DEPARTMENT INFORMATION & INSTRUCTIONS

1. Please compile a list of students that will be working in your department and supply that list to Darlene Yost, Student Payroll Administrator, via email at yostd@lafayette.edu and Jamie Baltz, Financial Aid, via email at baltzi@lafayette.edu. The spreadsheet is on the Finance and Administration website (Student Payroll Notification (3)). Note that this spreadsheet has a section for online timesheet approver (only one approver per department is strongly encouraged) and if students are “FWS” or “JOB” will appear on the most recent “STUDENTS ELIGIBLE FOR FWS OR JOB” listing you will receive from Jamie Baltz. ***The FWS or JOB 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. If a student does not have an online time sheet, it could mean one of two things; either the department did not set up the student, or the student still needs to complete their I-9 paperwork packet.

2. 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 on the Finance & Administration webpage (<https://finadmin.lafayette.edu/information-for-faculty-staff/forms/>). 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

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 and most common among students – one that establishes **photo identity** (driver’s license or school ID) and one that establishes **employment authorization** (social security card or birth certificate). The I-9 form gives you a

complete list of acceptable identification. 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.

3. Any departments that currently submit paper time sheets for their students must move to online time sheets. No paper time sheets will be accepted. If you need assistance or have questions regarding online times sheets, please 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.