

## STUDENT PAYROLL DEPARTMENT INFORMATION & INSTRUCTIONS

### 1. Student Payroll Notification

Please compile a list of students who will be working in your department and send it to both:

- John Galm, Student Payroll Administrator, at [studentpayroll@lafayette.edu](mailto:studentpayroll@lafayette.edu), and
- Lindsay Fiebig in Financial Aid at [fiiebigl@lafayette.edu](mailto:fiiebigl@lafayette.edu).

Use the Student Payroll Notification (to be completed by the hiring manager) sheet, which is available on the Finance and Administration website at:

<https://finadmin.lafayette.edu/student-employment/>

Note: The spreadsheet includes a section for identifying the online timesheet approver—only one approver per department is allowed.

If a student is eligible for FWS (Federal Work-Study), their status will be indicated on the most recent “*Students Eligible for FWS*” list, which you will receive from Lindsay Fiebig. Please remember that FWS eligibility information is only required during the academic year, not during the summer.

The completed Student Payroll Notification form must be submitted to the Student Payroll Department prior to the student’s first day of work. This ensures students are properly set up with an online timesheet and have completed the necessary employment paperwork.

If a student does not have an online timesheet, it typically means one of the following:

- The department has not submitted the Student Payroll Notification form, or
- The student has not completed their I-9 employment paperwork.

### 2. Employment Paperwork

The employment paperwork consists of forms that must be completed and returned to Student Payroll **before** a student can be paid. These forms are available on the Finance & Administration webpage: <https://finadmin.lafayette.edu/forms/student-employment/>

Required forms include:

- 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 Form

Students who have not previously worked on campus and have not completed their employment paperwork should not begin working and cannot be paid until the paperwork is complete.

Any student unsure whether they have already completed their employment paperwork should contact the Student Payroll Department at [studentpayroll@lafayette.edu](mailto:studentpayroll@lafayette.edu) or 610-330-5142 for verification.

When submitting forms, students must provide two forms of acceptable identification:

- One to establish photo identity (e.g., driver's license or school ID)
- One to establish employment authorization (e.g., Social Security card or birth certificate)

Alternatively, a valid U.S. Passport may be used to satisfy both requirements.

We cannot accept expired documentation, and all identification must be presented in person using original documents—photocopies are not permitted.

International students should contact Janine Block, International Student Advisor, for assistance in obtaining a Social Security Number and Social Security Card. Once they have their Social Security Card, they can complete their employment paperwork and we can begin paying them.

### **3. Online Timesheets**

Any departments that currently submit paper timesheets for their students must transition to online timesheets. No paper timesheets will be accepted.

If you need assistance or have questions regarding online timesheets, please contact Student Payroll to discuss further.