



LAKE SUPERIOR STATE UNIVERSITY

Student Payroll Authorization

The payroll authorization must be completed and approved before an individual begins work. Responsibility for obtaining approval rests with the area in which the employee is to work. If students are unable to apply and accept positions on the student job board, please complete this form and submit to Human Resources. **Please allow for 10 business days after receipt by Human Resources for processing.**

FName _____ LName _____ A # _____

Department _____ Job Title _____

Complete: Fund _____ Orgn _____ Acct _____ Prog _____ Actv Code _____ % _____

Fund _____ Orgn _____ Acct _____ Prog _____ Actv Code _____ % _____

Fund _____ Orgn _____ Acct _____ Prog _____ Actv Code _____ % _____
Ex. 1000 10650 6010 60

For New Students

Check One ☐ Dept. ☐ FWS ☐ Grant

Check One ☐ LSSU Student ☐ High School Student ☐ International Student ☐ Off Campus Student

Average Hours per Week _____

No. of Weeks _____

(Max 19/week while classes or in session, 40/week during off times)

Hourly Rate or Salary _____

Total Authorized _____

Date on Payroll _____

Date off Payroll _____

For Updates

Check One ☐ Dept. ☐ FWS ☐ Grant

Change rate from \$ _____ to \$ _____ Effective Date _____
Attach approval email

Remarks _____

Change funding from Fund _____ Org _____ Acct _____ Prog _____ Activ. Code _____ % _____

Change funding to Fund _____ Org _____ Acct _____ Prog _____ Activ. Code _____ % _____
Ex. 1000 10650 6610 60

Web Time Entry Review (Print Name of Timesheet Approver) _____

1) Supervisor Approval _____ Date _____

2) Budget Review _____ Date _____

For Grants: Grant PI _____ Date _____

Grant Accountant/Approver _____ Date _____

HR USE ONLY:

W/C _____

Academic Year Enrollment: _____ # of Credits

FICA: ☐ Yes ☐ No

Position Number: _____

Completed by _____