

West Chester University Student Payroll Request Form (Revised January 2011)

Attached are guidelines to assist you when submitting the Student Payroll Request Form. All student hiring and pay range questions should be directed to the Payroll Department. All budgetary funding questions should be directed to the divisional Authorized Level of Personnel Decentralization or the Budget Department. The form and guidelines are also available via the [Human Resources](#) and [Budget Office](#) websites as well as the main Administration and Finance [forms webpage](#).

General information

This form must be completed by the department responsible for hiring **regular student employees** (NOT Federal Work Study or Graduate Assistantships) and must be approved by the authorized level of personnel decentralization (or designee) responsible for funding the student worker. Students are not permitted to work prior to the completion of all sections of the form and authorization from the Budget and Payroll Departments. In addition, it is each student's responsibility to complete Forms I-9 and W-4, as well as provide a Social Security Card and photo ID to the Payroll Department.

A Student Payroll Request Form must be completed for each **session** a student works. One form may be submitted for the fall/spring academic year. A separate form is required for the summer session.

Required Information

The electronic form must be completed in its entirety by the department authorizing the student worker(s).

- **Department/Cost Center Name (sorted numerically by last four digits)** must be identified and represents the Department (SAP Cost Center) that will be charged student wage expense. (See [SAP Crosswalk](#) to obtain correct department information).
- **Requested Job Category and Description:** the category or "band" establishes the levels and pay rates for all student employment assignments. Use chart below as an estimate to determine the appropriate category and descriptions. In addition briefly describe duties and rationale for pay level (200 characters or less). Validate pay ranges directly with the Payroll Department.

<u>Band</u>	<u>Pay Range</u>	<u>General Description</u>	<u>Examples</u>
1	\$7.25 - \$8.00	Entry to intermediate student work in office, data and information gathering. General knowledge and judgment but not technical in nature.	Student Worker, Lifeguard, Intern, Research Assistant, Site Supervisor, Peer Counselor, Residence Life positions, Desk Assistant & Orientation Leader
2	\$8.00 - \$10.00	Entry to intermediate work of a technical nature such as data analysis, specialized training or use of previously acquired skills to accomplish tasks.	Intern, Research Assistant, Tutor
3	\$10.00 - \$12.00	Advanced work of a technical nature such as data analysis, research, specialized training or use of previously acquired skills to accomplish end project development.	Intern, Research Assistant, Associate or Tutor (minimum Bachelor's Degree)
4	\$12.00 - \$15.00	There may be special cases where the hourly rate exceeds the above pay range (i.e. tutors with at least a bachelor's degree and 7+ semesters of tutoring). These requests will be reviewed on a case by case basis by the Human Resources Department	

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- **Student Name, WCU ID, Hourly Rate and Maximum Earnings** must be completed for each student listed on the form. Note the WCU ID number can be found on the bottom left corner of the WCU RAMCARD. "Hourly Pay Rate" and "Maximum Earnings" fields are set up for dollar values. The form allows for a maximum of six students per request per department. The form automatically calculates page totals.
- **Estimated Start & Estimated End Dates** should fall within the appropriate session terms and Fiscal year. Students are terminated at the end of an academic year and reinstated for summer sessions. The student may not begin working until the form has been approved by the payroll department and all required hiring forms are completed.
- **Funding Source** determines which budget will fund the expense. The funding source must have monies available to fund the total maximum earnings and must be approved by the authorized level of personnel decentralization prior to budget department approval. Only one of the following funding sources may be selected:
 - a) Personnel Budget – this item should be completed if existing personnel dollars are to be used to fund a student hire. Select the SAP Fund Center that will provide the funding. If the Fund Center listed does not have a current STWG pool, identify another pool and a budgetary transfer will be required and processed.
 - b) Operating Budget – this item should be completed if operating or non-personnel dollars are to be used to fund a student hire. Operating dollars are those dollars budgeted to cover everyday operating expenses such as supplies, telephones, copy services, etc. If using Operating Budget, select the appropriate SAP Fund Center number. A budgetary transfer will be required in this instance.
 - c) Restricted Funds – this item should be completed if non-scholarship donated funds, grant funds or plant fund dollars are to be used to fund a student hire. If using "Restricted Funds" please select the appropriate SAP Fund Center in the space provided. The restricted funds manager is required to authorize this transaction.
 - d) Self-Support Funds – this block should be completed if camps, workshops or cost centers that run off their own revenue are to be used to fund a student hire. If using "Self-Support Funds" please select the appropriate SAP Fund center number in the space provided.
- **Approval is required for all hires** including; the name of the supervisor responsible for time sheet validation, the electronic signature of the Department Manager (SAP Cost Center manager in Section 1) and the electronic signature of the Authorized level of Personnel Decentralization (or designee) for the Funding Source. The signed and dated form should be saved and electronically forwarded to the Budget Office "Student Wage" mailbox

Section 2: Budget Office Authorization:

Once completed and authorized, route the electronic form to the Budget Office STUWAGES@wcupa.edu mailbox. If the funding source is Restricted, forward the form to the restricted funds manager within the finance department. The Budget Office will verify SAP cost center information and verify budget availability. Once this review has been completed, the Budget Office will approve and forward the form to the Payroll Department for further processing and validation. All parties approving the form will be copied on the routing to the payroll department.

Section 3: Payroll Office Authorization

Section 3 must be completed by the Payroll Department. The payroll department will validate I-9 and W-4 compliance and copy all parties once the form has been approved and processed.