

## West Chester University Student Payroll Request Form (Revised September 2007)

Attached are guidelines to assist you when submitting the Student Payroll Request Form. Please feel free to share with the appropriate faculty and staff in your college or division. The form and guidelines are also available via the Human Resources and Budget Office websites as well as the SAP Finance System Implementation website at <http://www.wcupa.edu/Information/AFA/FBS/Forms/Forms.htm>.

### General information

This form must be completed by the department responsible for hiring non-workstudy student workers. 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, but a separate form is required for the summer session. Spring does not roll into the summer and summer does not roll into the fall.

### Required Information

Section 1 must be completed in its entirety by the department authorizing the student worker(s). This section can be completed on the computer using the template, with the exception of the signature line. Use the "Tab" key to move forward to each new field or Shift "Tab" to move backwards through the form fields. The following information must be completed accurately or the form will be returned:

- **Department/Cost Center Name** 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 at <http://www.wcupa.edu/Information/AFA/SAP/CrxWalk.htm> )
- **Requested Job Category and Description of duties:** the category or "band" establishes the levels and pay rates for all student employment assignments. See chart below to determine the appropriate category and descriptions.

<b>Band</b>	<b>General Description</b>	<b>Pay Range (hourly)</b>
1	Entry to intermediate general student work in office, data and information collection, and facility/resource (human, materials, etc.) oversight roles; requires general knowledge and judgment but not technical in nature.  <u>Examples:</u> Student Employee, Lifeguard, Intern, Research Assistant, Site Supervisor, Peer Counselor and Residence Life positions (Desk Asst./Resident Asst./ Orientation Leader, etc.). (The majority of present positions fall into this category)	\$6.50 - \$7.75
2	Entry to intermediate work of a technical nature such as data analysis, specialized/technical training and/or use of these already acquired skills/knowledge to accomplish tasks/projects, etc.  <u>Examples:</u> Intern, Research Assistant and Tutor (sophomore with no experience to seniors with 6 semesters) positions.	\$7.25 - \$8.00
3	Advanced technical level work such as advanced data analysis/research, specialized/technical training and/or use of these already acquired skills/knowledge to accomplish projects (which usually involve end-product development).  <u>Examples:</u> Intern, Research Assistant/Associate or Tutor (minimum Bachelor's Degree) positions.	\$8.00 - \$10.00
4	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 Resource Department.	\$10.00 -12.00

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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. Use Page Two of the form if more than four students are being requested by one department. The form automatically calculates page totals.
- **SAP Cost Center to be Charged** field should represent the SAP Cost Center which will incur the student wage expense. It should correspond to the Department/Cost Center Name as listed at the top of the form (See SAP Crosswalk <http://www.wcupa.edu/Information/AFA/SAP/CrxWalk.htm>).
- **Estimated Start & Estimated End Dates** should fall within the appropriate session terms. The student may not begin working until the form has been approved by the payroll department.
- **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 verified by the budget department.
  - a) "Personnel Budget" – this block should be checked if existing personnel dollars are to be used to fund a student hire. List the SAP Cost Center that will provide the funding.
  - b) "Operating Budget" – this block should be checked if operating or discretionary 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" please fill in the appropriate SAP Cost Center number in the space provided. This number may be found on the SAP crosswalk. A budgetary transfer will be required in this instance.
  - c) "Restricted Funds" – this block should be checked if non-scholarship donated funds, grant fund or plant fund dollars are to be used to fund a student hire. If using "Restricted Funds" please fill in the appropriate SAP Cost Center in the space provided. The restricted funds manager must authorize this transaction.
  - d) "Self-Support Funds" – this block should be checked 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 fill in the appropriate SAP cost center number in the space provided.
- **The Authorized Signature, Printed Name and Date** fields must be completed. Section 1 must be authorized by the Director, Department Head or SAP Cost Center Manager of the department being charged. The signed form should be forwarded via campus mail to Denise Mount in the Budget Office, 201 Carter Drive, Suite 200, Room 213, for approval.

**Budget Office Authorization:**

- Section 2 must be completed and authorized by the Budget Office. If the funding source is Restricted, the restricted funds manager must first approve the form. The Budget Office will verify SAP cost center information and verify budget availability. Once this review has been completed, the Budget Office will forward the approved form to Payroll for processing.

**Payroll Office Authorization**

Section 3 must be completed by the Payroll Department.