

West Chester University Student Payroll Request Form Instructions

The Student Payroll Request Form is used to document student hiring. The form and instructions are available on the [Human Resources](#) and [Budget Office](#) websites.

Questions:

- Direct any student hiring or pay range questions to the Payroll Department.
- Direct funding questions to the department budget manager.

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 Department or Divisional Budget Manager responsible for funding the student position.

- Effective December 31, 2019, student employees that will have contact with dually enrolled minors or minors in contexts outside of prospective students visiting the campus will need to have completed all three of the required clearances below, and submit their Federal Criminal History record check results to the Office of Human Resources, before beginning employment with WCU.
 1. Pennsylvania State Police Response for Criminal Record Check
 2. Pennsylvania Child Abuse History Certification
 3. Federal Criminal History Background Check
- Students are not permitted to work prior to completing a Student Hiring Packet. Forms must be completed by visiting the Payroll Office (201 Carter Dr., Suite 100).
- Students are not permitted to work prior to the completion/approval of all sections of the Student Payroll Request Form.
- For payroll purposes, students are required to provide validation of their Social Security Card and photo ID when completing the new hire packet.

Students will be made active in the payroll system after required paperwork and clearances have been completed. Student Status can be checked by visiting the [Show Dept. Student Workers page](#) located in PeopleSoft.

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

Section 1 – To Be Completed by Department – Requestor/Supervisor

- Check one box – New Student Hire or Student Rehire.
- Department - Choose the SAP Fund Center number from the drop down list. This is the fund center that will incur the student wage expense.
- Job Category – Choose the type of job from the drop down list. The category establishes the levels and pay rates for all student employment assignments. Use the chart below as an estimate to determine the appropriate category and descriptions. Direct any questions regarding pay rates to the Payroll Department.

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Pay Range	General Description	Examples
\$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
\$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
\$10.00 - \$15.00	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)
\$15.00 - \$20.00	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.	

- Duties – Briefly describe the job duties and rationale for the pay level.
- Student Name – List each student name. The form allows for a maximum of eight students.
- WCU ID # - Enter the 7-digit WCU ID number that starts with zero for each student.
- Hourly Pay Rate – Enter the hourly pay rate based on the information above. Direct any questions regarding the student pay rate to the Payroll Department.
- Maximum Earnings – Enter the Maximum Earnings per student. Note – if a student exceeds the maximum payroll earnings indicated on the form, payment to the student will not stop. The Total field at the bottom will automatically calculate total maximum earnings.
- Semester – Choose the appropriate session from the drop down list.
- Estimated Start Date - Enter the estimated start date for the student(s). This date should fall within the appropriate session.

Note: Students are terminated at the end of an academic year and reinstated for summer session only when a new Student Payroll Request Form is submitted for summer. **The student may not begin working until the form has been approved by the Payroll Department and all required hiring forms are completed.**

- Immediate Supervisor – Enter the Supervisor name of the individual who will be approving the timesheet/e-time.
- Department Manager Signature – The Department Manager or Fund Center Manager can enter their name and date indicating approval.
- Department Budget Manager – The department budget manager can enter their name and date indicating approval.

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Section 2 – Funding Source

- ☐ Funding Source – Identify budget dollars to fund the expense. The funding source should be adequate to fund the total maximum earnings requested and must be approved by the personnel authorized approver prior to budget department approval. Only one of the following funding sources may be selected:
- a) Personnel Budget – Select the SAP Fund Center of the funding source from the drop down list. The Fund Center selected must have a current STWG pool, otherwise identify another source of funding.
 - b) Operating Budget – Select the appropriate SAP Fund Center number from the drop down list.
 - c) Restricted Funds – Select if non-scholarship donated funds or grant funds are to fund the student wages. Select the appropriate SAP Fund Center from the drop down list. The restricted funds manager is required to authorize this transaction.
 - d) Self-Support Funds – Select self-support if camps or workshops, etc. are to fund the student wages. If using Self-Support Funds, please select the appropriate SAP Fund center number from the drop down list.

It is the responsibility of the approver in the Authorized Manager field to transfer necessary budget dollars to fund the student payroll expense.

Section 3 – Additional Clarification or Comments

Add comments or information to provide clarification or rationale for hourly pay rate.

Section 4 – For Budget Office Use Only

Once completed, route the electronic form to the Budget Office STUWAGES@wcupa.edu mailbox unless the funding source is restricted. Forward restricted funded forms to the restricted funds manager in the Finance Department. The restricted funds manager will approve and forward to STUWAGES@wcupa.edu.

The Budget Office will approve the form and forward to the Payroll Department for further processing.