



STUDENT PAYROLL MEMORANDUM

TO: Student Payroll Supervisors

FROM: Leia Schmidt, Business Service Office (6386)
Jane Larsen, Financial Aid Office (6281)

DATE: April 3, 2017

SUBJECT: Student payroll information for the end of the academic year and summer 2017

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Please save this memo for future reference.

The last pay period of the academic year ends May 16, 2017, and **can only reflect hours worked through Saturday, May 6th**. If your student worker will be working after May 6th you will need to submit a new work authorization with a start date of May 7th.

REMINDER: All requests for **work study payroll changes** should be directed to Jane Larsen in Financial Aid. All requests for **regular payroll changes** should be directed to Leia Schmidt or Lori Caron in Business Services. Requested changes must be e-mailed or in writing.

If you have student employment openings in your department (both work study and regular pay), please contact David Vikander in Financial Aid so he can post your openings on the Financial Aid website to assist students in finding a job.

Summer student workers may begin working no sooner than May 7, 2017. The standard hourly rate will remain at \$9.50 for the summer. **Students cannot work more than 30 hours per week during the summer.** Attached is a memo and form regarding FICA exemption withholding for students who are scheduled to work 30 hours a week during summer payroll.

Summer – Regular payroll: To be paid on summer regular payroll, the student can either be enrolled in summer or registered for at least one credit in the upcoming fall semester.

Summer – Work study: Students must be registered in at least 6 credits in the summer to be eligible for work study funds.

Three authorizations are needed if you plan to employ a student from May 7 through August 8:

FIRST AUTHORIZATION: May 7 through June 30 (end of fiscal year 2017)

<u>Pay Period Ends</u>	<u>Students Paid</u>
May 16 (only include hours from May 7 - 16)	May 26
May 30	June 9
June 13	June 23
June 27	July 7
July 11 (includes hours from June 28-30)	July 21

SECOND AUTHORIZATION: July 1 through July 29 (end of summer term)

<u>Pay Period Ends</u>	<u>Students Paid</u>
July 11 (include hours from July 1 – 11)	July 21
July 25	August 4
August 8 (include hours from July 26 – 29)	August 18

THIRD AUTHORIZATION: July 30 through May 5, 2018 (academic year 17-18)

<u>Pay Period Ends</u>	<u>Students Paid</u>
August 8 (include hours from July 30-31 & Aug. 1 – 8)	August 18

****Reminder**** Please be sure to approve e-timesheets on the due dates. If you are not able to approve them due to summer vacations, please assign another SMSU employee to approve them for you.