

Business Services – Student Payroll Authorization Form – Regular Funds



Use this form to authorize regular funds for a student employee. If all compliance requirements are met, the student will have access to their eTime sheet. New international students must report to student payroll.

Student ID # _____

Student Name (please print) _____

Type of Payment Hourly (eTime) Lump Sum (Contact Student Payroll)

Job Title _____

Start Date _____ End Date _____

Pay Rate \$ _____ Amount Authorized \$ _____

Cost Center _____ Object Code _____

Routing ID R _____

Supervisor Tech ID (Located on your MSUM ID) _____

(The person who will be approving the timesheet)

Supervisor's Name (printed) _____

Supervisor's Signature _____ Date Signed _____

Comments _____

STUDENT PAYROLL USE ONLY

Payment Options (Circle One): eTime, Roster, or Contract

Setup Forms _____ Authorization _____ Date Entered _____

Direct Deposit _____ Contract Number _____ By _____