Student Payroll Referral/Authorization to Work - Regular Program

University of Wisconsin - Stevens Point   **Student Payroll Office**
Stevens Point, WI 54481-3897   **116 Old Main Building**
                                                                          (715) 346 - 4085

Term of Employment:	_____ Summer	(or)	_____ Academic Year

Student Employee

Please complete an I-9 and W-4 form at Student Payroll.
Students will not be entered into HRS without a completed I-9, W-4 and referral.

Name of Student: _____ **SSN:** _____
                     Last, First, Middle Initial

Permanent Address: _____ **Phone:** _____
                                     (Area Code)

                      _____
                      City, State, Zip

Local Address: _____ **Phone:** _____
                                     (Area Code)

                      _____
                      City, State, Zip

_____ **Male** _____ **Female**   **Birthdate:** _____

Student hours cannot exceed 25 hours a week, averaged over the period of enrollment. During vacation periods and between semesters, a 40-hour week is possible. Overtime will be paid at time and one-half.

Employer/Supervisor: Please complete <u>each</u> blank.

Account Code _____   **Department** _____ **Phone #**_____

Rate $_____ **Per Hour**   **Supervisor Signature** _____

                               Starting Date of Employment This Term _____

Title of Job _____   **Date** _____

Student employees must be paid <u>at least</u> the federal minimum wage (currently $7.25). The wage rate may be determined using the *Student Employment Classification and Wage Rate Schedule*, according to the skill requirements of the job assigned.

EMPLOYING DEPARTMENT: Send this form to the Student Payroll Office, 116 Old Main. Make a copy for your department records.