Student Payroll Referral/Authorization to Work - Regular Program

University of Wisconsin - Stevens Point
Stevens Point, WI 54481-3897

Student Payroll Office
133 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 (now $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, 133
Old Main. Make a copy for your department records.***