The following instructions are provided as a guide to placing student employees on payroll.

All student employees MUST be hired and approved in EBS prior to starting work, in order to receive a paycheck from MSU payroll. This procedure ensures that departments hire students who are eligible to work on campus.

- The employing department must enter student hiring information in EBS.
- Department representatives MUST verify the students name and social security number by viewing an original social security card.
- Departments should refer to the Job Classification Database to determine the correct grade level and job classification. Pay rates are reviewed and approved annually by the MSU Board of Trustees in mid-July.
- A completed, original I-9 form, (for students who have not previously been paid on student employee payroll) must be sent to MSU Student Employment for approval.
- Upon approval of the hiring information in EBS, the student should complete a Withholding Allowance Certificate, Form W-4 and a Michigan withholding allowance certificate, MI-W4. The forms for U.S. citizens and permanent residents must be completed by using the Employee Self Service (ESS) tab via the EBS portal. International students should go directly to the Payroll Office, 350 Administration, to fill out their forms.

- Forms to authorize direct deposit of student payroll checks should also be completed in EBS through the ESS tab.

Employment Eligibility Verification (Form I-9) Processing

- See the instructions for “Verifying SSN for Student Employees” on our website at: www.com.msu.edu/Business_Office

Department Controls

- In order to ensure adequate internal control, departments employing students should have at least two separate individuals involved in the process. One person should process hiring and enter time in CATS. A second person should approve their time in CATS.
- Original student time records are to be signed by the student and the appropriate supervisor attesting to the number of hours worked. The student's signature is not required for departments that maintain time worked records via a time clock system.
- Student time sheets are due on a bi-weekly basis and must be turned in EVERY pay period. Students must be paid for ALL hours worked and time cannot be "banked" or "saved" to be paid out at a later time.

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