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| **Step 1 =** Supervisor must post, review applicants, and complete a hiring proposal for this position through the jobs  system (Jobs.messiah.edu) as well as receive approval from Student Employment prior to hiring a student or requiring  a student to perform any work for the supervisor or the department. The student must apply and be hired as a student temporary / student one-time-pay employee through the Jobs.messiah.edu system prior to performing any work.  **Step 2 =** Student must complete the following and bring to Student Employment in Old Main:  :PAYROLL USE ONLY:  \_\_ I-9  \_\_ W-4  \_\_ RI  \_\_ Job Setup   1. I-9 forms – Form must be completed in person. Students must show original  documents such as one the following: 2. An unexpired passport 3. Driver’s license (or state ID card) and original Social Security card 4. Driver’s license (or state ID card) and birth certificate (original or certified copy) 5. W-4 (available at www.messiah.edu/payroll) 6. Certificate of Residency (available at www.messiah.edu/payroll)   **Step 3 =** Supervisor completes this form and returns it to Payroll, Suite 3010, to initiate payment.  *See the student pay schedule for submission deadlines (www.messiah.edu/payroll).* |

**IMPORTANT NOTES:**

1. This form is for one-time payments only. For a repeat or continuing job assignment, contact the

Student Employment Office for assistance.

1. Students may NOT be paid a stipend for work performed. All work hours must be recorded and

submitted by the end of the pay period in which the work is performed.

Payable to:       ID#     

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| Total Hours       \_  Hourly Rate: $       *minimum $7.25/hour*  Total Pay: $       \_ *(hours X rate)* | Account to be charged:      - 6160  Next Payroll  Future Payroll Date       \_ |

# Pay Detail

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sun | Mon | Tue | Wed | Thu | Fri | Sat | TOTAL |
| Date |  |  |  |  |  |  |  |  |
| **Hours** |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |
| **Hours** |  |  |  |  |  |  |  |  |

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| Explanation: |  |

Requested by (print): Date

Approved by (print):

Approved by (*sign*): Date