



# LAKE SUPERIOR STATE UNIVERSITY

## Payroll Authorization

The payroll authorization **must be completed and approved before an individual begins work.** Responsibility for obtaining approval rests with the area in which the employee is to work.

A payroll authorization for a prospective non U.S. citizen will not be processed unless a valid authorization, issued by the U.S. Immigration and Citizenship Services, to engage in employment in the United States, and a United States Social Security card can be presented.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Department \_\_\_\_\_ Account Number \_\_\_\_\_

Job Title/Rank \_\_\_\_\_ Account Number \_\_\_\_\_

DEPT  FWS  MWS  AUX Student Aide: I II III IV

Fall  Spring  Summer U.S. Citizen:  Yes  No

Average Hours per Week \_\_\_\_\_ No. of Weeks *(students employees only)* \_\_\_\_\_

Hourly Rate \_\_\_\_\_ Total Authorized \_\_\_\_\_

Date on Payroll \_\_\_\_\_ Date Off Payroll \_\_\_\_\_

Explanation/Special Conditions \_\_\_\_\_

Requested By \_\_\_\_\_ Date \_\_\_\_\_  
Department Head/Account Administrator's Signature

Budgetary Approval \_\_\_\_\_ Date \_\_\_\_\_  
Budget Office *(For all non-student employees)*

### For HR Office Use

Student Employees: Academic Year Enrollment \_\_\_\_\_ # Credits Summer Enrollment \_\_\_\_\_ # Credits

Summer FICA: Yes No

Human Resources Approval \_\_\_\_\_ Date \_\_\_\_\_  
Director of Human Resources *(For student employees only)*

Employee Status \_\_\_\_\_

Update LTD \_\_\_\_\_

Retirement Status \_\_\_\_\_

Copy for Database/Cards \_\_\_\_\_

Accrual Date \_\_\_\_\_

Date Received by HR \_\_\_\_\_

Vacation Rate \_\_\_\_\_

Date to Payroll \_\_\_\_\_

Sick Leave Rate \_\_\_\_\_

Position Number \_\_\_\_\_

No. Pays 20 26 FTE \_\_\_\_\_

Calculations \_\_\_\_\_