

WINTHROP UNIVERSITY

STUDENT PAYMENT AGREEMENT

*This form may not be completed for Graduate Assistants. Contact The Graduate School, 323-2204, with questions.
This form may not be completed for Work Study Students; see the Federal Work-Study Student Payment Agreement on the HR website.*

**ATTENTION: Student work assignment dates may only include the current fiscal year!
Fiscal year dates are July 1 – June 30. Summer work assignments may require two Student Payment Agreements (one for each fiscal year) if the work assignment involves time worked before and after July 1.**

Student's Name _____ CWID# _____

Undergraduate Graduate *Timesheet Org (used for timesheet approvals): _____

* Timesheet org is required. A list of the departmental timesheet org codes may be located on the Payroll website at www.winthrop.edu/payroll.

Labor expense charged to: Org Code: _____ Fund: _____ Department Name _____

(Check One:)

Student Employment/Wage Payment

Employment Begin Date _____ End Date Pay _____

Per hour amount _____ # of hours per week _____

(Must encumber at least 1 hr per week; most student work is subject to FLSA regulations, including minimum wage of at least \$7.25 per hour and overtime. Students may be paid on a salary basis only if the duties are EXEMPT from FLSA regulations; contact HR if you believe this position to be exempt.)

Student Activities Extracurricular/Other Non-Employment Payment (Prior approval from HR required.)

Type of activity _____ Amount of payment to student _____

Dates of extracurricular activity: From _____ To _____

Brief description of duties (completion required; description of duties may be attached): _____

I understand my duties and accept this employment, which is subject to approval below. I also understand that I must enter and submit and enter for approval the hours that I work according to the published time sheet submission deadlines.

Student Signature/Date

PRINTED name of supervisor who will approve the student's timesheet

Department Head Signature/Date

Supervisor Signature/Date

W-4 Forms

- Submit completed W-4 form along with this payment agreement for newly hired students.
- For re-hired students, submit a new W-4 form only if the student wants to make a change in withholding status.

I-9/E-Verify (Contact departmental I-9/E-Verify Coordinator immediately after a job offer has been made and accepted. Please refer to the I9 online inquiry system @ www.winthrop.edu/hr for instructions for completing the I9/E-Verify process.)

- Required for all newly hired students.
- May be required for re-hired students.

Forms for international students must be approved by the International Center before forwarding to HR.

Student Payment Agreement forms (including all /correct information), W-4 form (if necessary), and verification of completed I-9/E-Verify process must be submitted to HR by the deadline date listed below to ensure payment to the student by the check issue date.

Check issue date	Covers work period of	Deadline to HR
10 th	16 th – 31 st (of previous month)	16 th
25 th	1 st – 15 th (of current month)	1 st

Distribution: Submit Original to Human Resources (HR), 303 Tillman Hall

Hiring Unit: Please make a copy for your files and give a copy to the student – copies will not be returned to departments.

Assignment Data (for Budget and HR office use only) Position # _____ Is this a new position? YES

NBAPOSN PPAIDEN PEAEMPL NBAJOBS PDAEDN Completed/Verified by: _____ Date: _____