

Winthrop University - Student Payment Agreement

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. Submit original to Human Resources (HR), 303 Tillman Hall.

Student's Name _____ CWID# _____ Undergraduate
 Graduate

Timesheet Org#/Department (for timesheet approvals): _____

Labor expense charged to: Fund: _____ Org Code: _____ Job Title _____

Brief description of duties _____

Hourly	Hourly Rate
	# of hours/week**
<p><i>(Must encumber at least 1 hour/week. Most student work is subject to FLSA regulations, including minimum wage of \$7.25/hr 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) **Subject to the 20 hr/wk maximum during school term and 40 hr/wk max covering first full week of May through third full week of August.</i></p>	
	# of hours/week**
Exempt/Extracurricular (Prior approval from HR required)	
Employment Begin Date _____	End Date _____
Amount of payment to Student _____	

I understand my duties and accept this employment, which is subject to approval below. I also understand that I must enter and submit 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 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 *Required for all newly hired students *May be required for re-hired students
 (Contact departmental I-9/E-Verify Coordinator immediately after a job offer has been made and accepted. Please refer to the I-9 online inquiry on the web at www.winthrop.edu/hr for instructions on completing the I-9/E-Verify process.)

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.

Covers work period	Deadline to HR	Check issue date
1 st – 15 th	1 st	25 th
16 th – 31 st	16 th	10 th
For Internal Use Only:		
Assignment Data: Position # <input style="width: 150px;" type="text"/> New position? Yes <input type="checkbox"/> No <input type="checkbox"/> Reports to # <input style="width: 100px;" type="text"/>		
NBAPOSN <input type="checkbox"/> PPAIDEN <input type="checkbox"/> PEAEMPL <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PDAEDN <input type="checkbox"/> Completed/Verified by: _____ Date: _____		

This form is not to be used for Graduate Assistants, contact the Graduate School at 323-2204 for more information.
 This form is not to be used for Work Study Students, use the Federal Work-Study Student Payment Agreement on the HR website.