**LEHIGH UNIVERSITY PAYROLL OFFICE**

**PAYROLL GUIDANCE FOR PAYING FINANCIAL AID STUDENT EMPLOYEES**

**Student Employment Authorization Form:**

All financial aid students must submit a Student Employment Authorization Form to the Financial Aid Office in order to employ a student in a position funded by a financial aid award.

**Payroll forms to be submitted:**

For new students, please submit the following:

* Original Form I-9(s)
  + Section 1 needs to be completed by the employee and Section 2 by the hiring department. Copies of the documents reviewed need to be attached.
* Original Form W-4(s)
* Act 32 (Local Tax) Residency Certification Form
  + Students should input their home address in the Employee Information-Residence Location section
* Direct Deposit Authorization Agreement (optional, but highly recommended)

For students that have not been paid in the last six months, a new I-9 is required. Residency Certification Forms are only needed for returning students if they have a new home address. All of the forms are available in the Payroll office website under Forms.

Note: International students must meet with a representative in the Office of International Students and Scholars to complete the above payroll forms.

**VERY IMPORTANT**: It is critical that the I-9 is completed within 3 business days of the employee’s hire date to be in compliance with federal requirements.

**Reporting of Hours:**

Students should complete the Hourly Timesheet (found under Forms on the Payroll office website) according to the Bi-weekly schedule which can be found under Calendars on the Payroll office website until they have been notified of WTE access being established. This form can be used as a temporary timekeeping tool until the student’s WTE access has been established.

Please note that U.S. immigration law prevents F-1 student visa holders from working more than 20 hours per week during the academic year. For more information, contact the Office of International Students and Scholars.

During the academic year, other students are limited to 20 hours per week per Lehigh University policy unless proof of prior approval has been submitted to the Payroll Office on the Student Work Overload Petition which is available on the Provost’s Office website.

The Payroll Office will notify the student via email when a student’s access is established. If the student does not receive notification of their WTE access before the end of the pay period on Saturday, the student should complete the Hourly Timesheet for the pay period, including required signatures, and submit it to the Payroll Office for payment.

**Payroll checks and Direct Deposit:**

Paychecks and direct deposit stubs will be sent to the department for distribution. Students with multiple positions will receive only one check. The hours for all positions can be verified on the pay stub. Students who enrolled in paperless direct deposit can access their pay stub information by logging into Employee Self Service with your network user ID and password at <https://go.lehigh.edu/banner>.

**Non-financial aid students:**

The same payroll forms listed above apply to non-financial aid students except for the Student Employment Authorization Form.

Please see the Paying a New Hourly Employee document on the Payroll Office website under Payroll Procedures & Other Information subsection Payroll Guidelines for Managers for additional information regarding hiring and paying students.