

Student Payroll

STUDENT HOURLY HIRE LIST

School Year: _____

Please complete all information.

Please Circle Term: (Fall / Spring) Summer

Business Office Use Only	STUDENT LEGAL NAMES <i>(No Nicknames)</i> (must match SU information)			Use Student ID #'s on all Payroll Forms						Max.# of Hours Per Semester		
	Last	First	M.I.	Student ID #	S.U. Box #	New or Rehire	Start Date	End Date	Hourly Pay Rate	Unless limited by FA Office.	Pay Code Financial Aid Use Only	
Example:	Doe	John	L.	1234567	7488	R	8/22/2011	12/11/2011	\$7.25	374		
	<i>Fall Hours - Semester Limit (Unless limited by the Financial Aid Office)</i>							8/22/2011	12/11/2011		374	
	<i>Spring Hours - Semester Limit (Unless limited by the Financial Aid Office)</i>							1/9/2012	5/6/2012		289	
	<i>Summer Hours - Semester Limit (Unless limited by the Financial Aid Office)</i>							5/7/2012	8/26/2012		221	

Students are never to earn over **884 total** hours for the "Calendar Year". (Financial Aid may also limit hours.)

Dept. Supervisor Name (Please Print): _____

Ext. # _____ Dept. _____

Department Supervisor Signature: _____

Department Account # _____ - _____ - _____ *

Authorization to sign student time sheets:

* Academic Year Term : - 51830 * Summer Term : - 51835

Name: _____ Signature: _____

Date Signed: _____ Budget Officer Approval: _____

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****Please Complete all Information and Return This Form To The Business Office****

For Pay Period Calendar and other Payroll Information visit our web site: <http://www.southwestern.edu/businessoffice/>