

Human Resources Department
STUDENT PAYROLL AUTHORIZATION
Summer 2023

****CONFIDENTIAL****

INSTRUCTIONS: The Student Payroll Authorization (SPA) form must be completed and returned to the Human Resources Department before you can begin your work on campus. You will need to submit this form before you begin working on campus each academic year and/or summer term as well as for each position you are working on campus. Once completed, return your SPA form to the Human Resources Department. Late SPA form submissions may result in delayed payment.

(262) 243-4529

human.resources@cuw.edu

CUW HR Office: Stuenkel S104A

CUAA HR Office: Student Services 133

STEP 1: Student Information

ACADEMIC YEAR Summer 2023 5/16/23 – 8/27/23	START DATE <input type="checkbox"/> 5/16/23 <input type="checkbox"/> Other*: _____ <small>*Must be after 5/16/23</small>	STUDENT'S NAME (PRINT) _____	SCHOOL ID F00 _____
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Are you an international student? ☐ Yes ☐ No

Have you worked on campus before as a student worker? ☐ Yes ☐ No (Read Below)

- If YES, then have your supervisor complete step 2 and then return this form to the Human Resources office.
- If NO and you are a U.S. Citizen, then you must also complete a *New Student Employment Packet** and return it to the Human Resources office before working on campus.
- If NO and you ARE NOT a U.S. Citizen, then you must also contact the Concordia International Center for on campus employment guidance, complete a *New Student Employment Packet**, and return it to the Human Resources office before working on campus.

*The *New Student Employment Packet* is available in the Human Resources office or it can be requested by sending an email to human.resources@cuw.edu. Return your completed packet to the Human Resources Office on your campus. Please contact your supervisor or the Human Resources Department regarding any questions you may have about the packet.

STEP 2: Hiring Department Information & Supervisor Approval

DEPARTMENT TITLE _____	STUDENT JOB TITLE _____	ESTIMATED HOURS/WEEK _____ <small>Max 40 hrs./week during summer</small>
DEPARTMENT ACCOUNT NUMBER 1 - _____ - 600 _____ - _____	GRANT/AGENCY ACCOUNT NUMBER (If Applicable) _____	

Will your student be paid the base student worker pay rate (\$10.10/hr.)? ☐ Yes ☐ No*

*Other Rate: \$ _____ /hr.

Are you the student's online timesheet supervisor? ☐ Yes ☐ No*

*If no, then who will be the online timesheet supervisor? Name: _____ F00: _____

**SUPERVISOR
APPROVAL**

Print Name _____

Signature _____

Date _____

HR OFFICE	Position Code: _____	Pay Rate: \$ _____ /hr.	<input type="checkbox"/> New <input type="checkbox"/> Rehire <input type="checkbox"/> Change
Is the student Fed/State tax exempt?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	*If yes, update the Fed or State tax deduction to 'Waived' in PDAEDN.	
Approved for Federal Work Study?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	*If yes, update Job Labor Distribution tab in NBAJOBS: 60050 25% / 60045 75%	
Is the student International?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	*If yes, update FIM/FIO deductions to 'Exempt' in PDAEDN.	
Activate FIM/FIO Tax for Summer:	<input type="checkbox"/> Complete	*This applies to all student workers <u>except</u> international students. Update FIM/FIO deductions to 'Active' in PDAEDN.	
<input type="checkbox"/> Student Employee Handbook Acknowledgement is Signed	HR Signature: _____	Date: _____	

Human Resources Department
OPTIONAL SUMMER 2023
HOUSING FEE WAIVER AGREEMENT

****CONFIDENTIAL****

Instructions

Students who are working and living on campus during the summer are eligible for a summer housing fee waiver through a collaboration between the Residence Life and Human Resources Departments. Whether or not you plan to meet the hour limit below, *all* students planning to live on campus over the summer must complete the Residence Life *Summer Housing Application*. Students who are living on campus during the summer and are not able to or do not plan to meet the terms and conditions listed below should not complete this *Housing Fee Waiver Agreement*.

Questions? Please contact: Residence Life Office (CUW residence.life@cuw.edu /CUAA reslife@cuaa.edu) or Human Resources (humanresources@cuw.edu).

Terms & Conditions

The student will fulfill his/her housing fee waiver agreement obligation and is therefore entitled to have lived rent-free on campus for the summer if he/she fulfills the following terms and conditions:

Terms	<ol style="list-style-type: none"> 1. The student must work a total of 450-hours between May 16, 2023 and August 27, 2023. 2. The student must submit his/her hours of work by following the online timesheet submission requirements of the Human Resources Office. 3. The student must complete all required housing check-in/check-out procedures of the Residence Life Office.
Conditions	Meals are not included in the summer housing fee and are the responsibility of the student. Failure to work the agreed upon 450-hours will result in a summer housing fee charged to the student's account in the amount of \$190/week or \$2,660 max for the entire summer. The housing fee will be assessed and billed to the student's account at the end of the summer if these terms and conditions are not fulfilled. Total work hours assessed will include hours worked between all on campus student worker positions during the summer.
Exceptions	Exceptions to the total hours assessed to the 450-hour work obligation include time in class while attending summer courses (not to include time spent completing coursework) and those hours participating in on campus extra-curricular activities or athletic team training. These hours must be reported in order to be included in the total hours assessed. The student must complete a <i>Student Worker Non-Work Activity Tracking Worksheet</i> and submit it to the HR office by August 30 th for inclusion in the total hours assessment. This form is available in the HR office or can be downloaded online through the CUWAA portal (my.cuaa.edu or my.cuw.edu > Resources tab > Forms Depository section).

Student Authorization Signature

Per my signature below, I have read, understand, and agree to the terms and conditions of the Summer Housing Fee Waiver Agreement as detailed above. I authorize the housing fee amount listed in this agreement to be charged to my student account and agree to be responsible for the payment of the housing fee should I fail to meet the terms and conditions of this agreement. Further, I understand that charges assessed to me will result in a debt to the university, which may also result in a financial hold on my student account that prevents me from registering for classes and/or obtaining transcripts until paid in full.

PLEASE SIGN BELOW ONLY IF YOU WILL BE LIVING AND WORKING ON CAMPUS AND PLAN TO MEET THE TERMS AND CONDITIONS OF THIS HOUSING FEE WAIVER AGREEMENT DURING THE SUMMER.

STUDENT ID F00 _____	PRINT NAME _____	SIGNATURE _____	TODAY'S DATE _____
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