



MOUNT MARTY
UNIVERSITY

Federal Work Study / Campus Employment

Handbook

2020 - 2021

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INTRODUCTION

This handbook has been prepared for the benefit of Mount Marty University students, faculty and staff who work with the Work Study/Campus Employment Program. It will set forth guidelines to clarify the working relationship between the student and the supervisor in order to promote better communication. It will also explain the rights and responsibilities of students and their employers.

Students may participate in the Work Study/Campus Employment Program if the student has been awarded Federal Work Study or Campus Employment by the Financial Assistance Office AND if they are maintaining satisfactory academic progress as a full-time student. Full-time status is 12 credit hours per semester.

Students must apply for financial assistance to qualify for federal work study or campus employment. Students cannot be placed in a position unless they have completed this process, regardless if they have had a position in previous years. Work study/campus employment is awarded on a first-come, first-served basis. It has to be done that way because the Federal Work Study funds are limited.

If you have questions or suggestions concerning student employment, please direct them to:

Financial Assistance Office
Roncalli 100
(605) 668-1589

Ken Kocer, Financial Assistance Director
Chris Hein, Assistant Director of Financial Assistance

STUDENT EMPLOYMENT PHILOSOPHY

Work Study is a student assistance program that provides part-time jobs for students with financial need. The purpose of the program is to provide students with employment which will assist them in meeting their academic expenses as well as learning knowledge of work ethics and responsibility.

JOB PLACEMENT

Students are placed in positions based on information provided on their Student Employment Application. Notifications of job assignments are sent to students prior to the beginning of the fall semester. Students who will start during the spring semester will be sent notification of their position prior to the spring semester

EMPLOYMENT OPPORTUNITIES

There are many departments and offices where students may be assigned a position at Mount Marty University. The Financial Assistance Office staff will try to assign you a position in your area of interest when possible. The following is a listing of departments where students may be placed:

Admissions Office	Education / Nursing – Master’s Program
Admission Telecounseling	English Department
America Counts Program**	Facility Services Department
America Reads Program**	Financial Assistance Office
Art Department	Hall Assistants
Athletic Department	Institutional Advancement Office
Benedictine Institute	IT Support Services
Biology Department	Office of Marketing & Communications
Bookstore	Math / Physics Department
Business Department	MMU Library **
Business Office	Music Department
Campus Dining	Nursing Lab
Campus Ministry	Nursing – BSN
Campus Programming	Psychology
Career & Support Services Office	Recreation Management Department
Center for Academic Excellence	Registrar’s Office
Chemistry Department	Religious Studies
Child Care Center	Student Affairs
Criminal Justice	Theatre Department
Education Department	Watertown Location

** Indicates positions which include community service related duties.

GETTING STARTED

1. Accept your work study award on LancerLink.
2. Complete the work study application electronically through the MMU website or by submitting a hard copy to the Financial Assistance Office.
3. The Financial Assistance staff will assign a position and notify the student of his/her placement before he/she arrives on campus.
4. Once students arrive on campus: An incoming/transfer student must complete his/her paperwork during New Student Orientation prior to the start of classes. That paperwork includes:
 - I-9 along with original documentation (an item from List A or an item from both List B and List C (see attached sample I9 form at end of handbook).,
 - W-4, and
 - MMU Confidentiality Agreement.

The returning student/employee should report to the Financial Assistance Office to complete the MMU Confidentiality Agreement as they should have already completed the W4 and I9 from working in previous academic years

5. Once all paperwork is completed, the student will be given a Campus Work Authorization Form. This form must be signed and dated by both the student and the supervisor. The completed form must be returned to the Financial Assistance Office in order for a time sheet to be issued to the supervisor. The student is NOT to work without their supervisor's signature on his/her Campus Work Authorization form.
6. Set up a work schedule for the semester with your supervisor. Be sure to take along your class schedule.

Once a student has accepted a job, he/she will be expected to stay in this position until he/she has earned the amount of his/her authorization. No change in employment may be made without the approval of the Financial Assistance Office.

STUDENT RESPONSIBILITIES

- If this is your first job on campus, complete the federal I-9 and W-4 Forms. Each student must complete annually the MMU Confidentiality Agreement and MMU Campus Work Authorization Form. All of these forms must be completed and on file in the Financial Assistance Office in order for a time sheet to be issued to the supervisor. The student is NOT to work without his/her supervisor's signature on his/her Campus Work Authorization form.
- The student and supervisor will complete a work schedule at the beginning of each semester.
- Do not work during your scheduled class times.
- Report for work as scheduled and on time.
- Contact your supervisor if you need to rearrange your work schedule for a planned absence.
- If you will be absent due to illness, contact your supervisor as early in the work-day as possible
- If you call in, ALWAYS speak to your supervisor; do not let friends or family call in for you unless an emergency occurs.
- Confidentiality of student and university records is of utmost importance.
- Follow procedures and meet expectations set by your supervisor.
- Discuss any work-related problems you experience (schedules, job expectations, not enough hours, etc.) with your supervisor.
- If you experience a hostile work environment, harassment, or discrimination please contact the Financial Assistance Office, the Title IX Coordinator or a Deputy Title IX Coordinator directly.
- Keep record of your total earnings, and work with your supervisor to ensure that you do not exceed your total awarded amount per semester. Upon earning the full amount of your award, you must not work anymore hours in your department.
- If a student decides to quit a job, they are required to give at least a two-week advance written notice to the supervisor and to the Financial Assistance Office. The Financial Assistance Office is under no obligation to locate another position for a student if they quits their job

SUPERVISOR RESPONSIBILITIES

- Before allowing a student to work, make sure the student is authorized to work by the Financial Assistance Office. Each student must present you with an MMU Work Authorization Form. The supervisor must sign and date this form before allowing a student to work.
- Set up a work schedule that does not interfere with the student's class schedule. Do not allow a student to work during their scheduled class time.
- Fully explain all duties associated with the position, as well as being responsible for training the student so that they are able to complete all assigned tasks.
- Complete a job description for each work study title in your department (e.g. dish room, line server, cook assistant). This is to be completed each academic year.
- If a student fails to complete assigned duties in a satisfactory manner, fails to show up at the assigned time, or fails to conduct him/herself in a responsible manner, it is the supervisor's responsibility to counsel the student and complete a Job Performance Warning Form. Refer to discipline procedures.
- Monitor number of hours each student works to insure the student does not earn more than they are allocated and are given the opportunity to earn their allocated amount. If a student is allowed to work beyond the semester award, the hours to be paid will be given to the HR Specialist and processed with the next scheduled university bi-weekly payroll. Please contact the HR Specialist if you would like to pay the worker once the allocated amount is reached. The department will be charged 100% of the wages.
- Inform the student of all special safety considerations pertaining to their job and work environment.
- Assist the student in properly completing time sheets. Refer to time sheet procedures in this manual.

DETERMINING NUMBER OF HOURS TO WORK EACH WEEK TO EARN FULL ELIGIBILITY

To determine the amount of hours per week a student could work to earn their full eligibility, please use the following calculation as a guide:

Yearly award ÷ 32 weeks (16 wks/semester) = total hours to work

Total hours to work ÷ \$9.25/hr = hours to schedule per week

EXAMPLE:

\$1800 ÷ 32 wks = 56 hrs

56 hrs ÷ \$9.00/hr = **6 HRS/WK**

For each semester (fall and spring terms), a student may earn up to 50% of their authorized award amount. Once these amounts have been earned each semester, the student will need to stop working hours. Departments will be responsible to pay all wages a student works over their allocation. Please contact the HR Specialist if the department will need the student to work more than the allocated amount. The additional hours to be paid will be given to the HR Specialist and processed with the next scheduled university bi-weekly payroll. The department will be charged 100% of the wages.

Any amount not earned at the end of each semester will be forfeited. Students cannot carry forward hours they have not worked from one semester to another or pass along hours they have not worked to other work study students. However, supervisors may "lend" their student(s) to another supervisor should the need arise.

TIME SHEETS

A time sheet is a legal document recording hours worked by a student.

- At the beginning of the academic year, the student must have all paperwork completed in the Financial Assistance Office before a time sheet can be issued. Remember...a student is not to work without his/her supervisor's signature on his/her Campus Work Authorization form.
- Time sheets will be issued to the supervisor(s) on a monthly basis prior to the beginning of the month. Time sheets will be distributed to the Bede and Roncalli mailboxes. If a time sheet is not received for a student, notify the Financial Assistance Office.
- Time sheets must be completed in **INK** on a **DAILY** basis. **NO PENCIL**. Once a student or supervisor has signed the time sheet, no changes can be made to the hours worked (with the exception of a mathematical correction) unless agreed to by both student and supervisor. All changes should be made by crossing out the incorrect data and both student and supervisor initialing the mark. If data is added, again both student and supervisor must initial the change. White-out WILL NOT be accepted.
- At the end of the month, review and approve the timesheet. Both the student and supervisor signatures are required. Time sheets must be signed by the student in order for a paycheck to be processed.
- Indicate the total hours worked each week. Indicate the total hours for the month in the appropriate box on the timesheet.
- Turn in all time sheets, even if a student does not work any hours. If a student did not work, simply indicate this on the time sheet and send it to the Financial Assistance Office.
- Time sheets are due in the Financial Assistance Office (not in the Bede mailboxes) by 5:00 pm on the last day of the month. If the last day falls on a weekend, the time sheets are due on the Friday before the weekend. If this should change because of a holiday, there will be a notice sent by way of email to the supervisor indicating when time sheets are due.
- Late time sheets will be held for payment until the following month.

PLEASE NOTE: THE LAST DAY FOR SUBMITTING TIME SHEETS FOR THE ACADEMIC YEAR IS THE LAST DAY OF CLASSES. DEPARTMENTS WILL PAY FULL WAGE FOR TIME SHEETS RECEIVED AFTER THAT DATE.

PAYCHECKS

Paychecks are distributed to the students campus mailbox on the fifth working day after time sheets are due (e.g. time sheets due on Friday, payday will be the following Friday). Time sheets must be signed by the student in order for a paycheck to be processed.

Students have the option of using direct deposit as a pay method as well. Rather than receiving a check, your paycheck would be directly deposited into a savings or checking account that you indicate on the form. The stub is viewable through the student self-service on LancerLink. The student may print out a direct deposit form (available in this handbook) and submit it along with a voided check or printed savings account form from the bank or he/she may stop by the Business Office to fill one out. The direct deposit pay method is optional.

If a student's Work Study check is lost or stolen, it should be reported to the Business Office immediately. There is a \$35.00 charge for stopping payment on the check and issuing a new check.

Work Study/student employment earnings are taxable. Students are issued a W-2 Wage and Income Statement by the Business Office by January 31st. Whether or not taxes must be paid depends on the student's total income for the year.

WAITING LIST

If a student is not originally awarded Work Study or campus employment, they can be asked to be placed on a waiting list. Once the academic year has begun and if there are openings, the Financial Assistance Office will contact students on the waiting list in the order placed on the list. If a student has been assigned a position on campus and decides to resign that position, they can ask to be placed on a waiting list. Students who have not been placed in a position have priority in placement over students who have declined their first position. The Financial Assistance Office has the right to make exceptions due to specific job requirements in certain positions (e.g. Chemistry Lab Assistant, Biology Lab Assistant).

WORKING DURING PERIODS OF NON-ENROLLMENT

Students are allowed to work during periods when classes are not in session. Periods of non-enrollment include Thanksgiving break, Christmas break, Easter break and Spring break. If a student works during a break that occurs within a semester (e.g. Spring break), their earnings will be counted towards that semester's earnings. Students are not allowed to work more than 40 hours/week.

Christmas Break - No student will be allowed to work from the end of the fall term through December 31st. Students are allowed to work during Christmas break after January 1st. All money earned during this break will be counted toward spring semester earnings. A student working during the Christmas break is required to be registered for the spring semester.

Summer Employment – Summer employment requires a Summer Financial Assistance application be completed by the student. This form is available in the Financial Assistance Office in March. Positions vary from one year to the next and are based on availability of funds. A student applying for summer positions must qualify for Federal Work Study before he/she is considered for a position. A student working during the summer must be registered for the fall semester.

REHIRING STUDENTS

Once a student has been hired in a department, they will remain in that department as long as the student is eligible for student employment. A student will not be placed in the same department if they are not eligible for student employment or if they have been terminated by his/her supervisor through one of the following procedures:

- a. Student Employment Discipline Procedure,
- b. a memo sent to the student by the supervisor indicating termination with a copy sent to the Financial Assistance Office,
- c. a conversation with the student with documentation sent to the Financial Assistance Office. A student will also not be placed in the same department if the student requests another area at the end of the year. Extenuating circumstances will be reviewed on a case by case basis.

POSITION RESIGNATION

Once a student has been placed in a position, he/she is expected to stay in that position the entire academic year. If a student decides he/she does not want to work in their position, he/she is asked to give a two-week advance written notice to his/her supervisor and to the Financial Assistance Office. The student can be put on a waiting list for another position, but students who have not been placed in a position will be placed before a student who has resigned their first position. If a student resigns their position, the Financial Assistance Office is under no obligation to locate another position. The Financial Assistance Office has the right to make exceptions due to specific job requirements in certain positions (e.g. Chemistry Lab Assistant, Biology Lab Assistant).

STUDENT EMPLOYEE DISCIPLINE PROCEDURE

In order for student employment to be a legitimate resource on campus, certain procedures must be put in place to ensure accountability. Student workers must realize that with any job there are certain expectations. If expectations are not achieved, workers run the risk of not only losing their job, but jeopardizing their opportunities for future employment. A discipline procedure should be used as a tool for communication. It is important to emphasize to students and supervisors the importance of discussing problems informally before beginning a formal process.

1st WARNING -- Supervisor completes a Job Performance Warning form indicating the date of the incident and an explanation of what occurred. Both the student and supervisor are required to sign the form. This ensures that the student is aware of the consequences of the warning and that further negligence will result in termination. If the student is unavailable to sign the form (e.g. warning being given for not showing up to work), this must be indicated on the student signature line by simply writing N/A. The Warning form has three copies (white - student, yellow - Financial Assistance Office, pink -supervisor). It is the supervisor's responsibility to distribute the copies to the appropriate parties.

2nd WARNING -- If after the first warning, the student's behavior does not meet expectations, a second Job Performance Warning form must be completed. Both student and supervisor signatures are required. Supervisor must distribute copies to the appropriate parties.

3rd WARNING (TERMINATION) -- If after the second warning, the student's behavior does not meet expectations, a third and final warning is issued indicating the date of the incident and an explanation of what occurred. The third warning results in termination of the student employee. Both student and supervisor signatures are required. The supervisor must distribute copies to the appropriate parties. Upon receipt of the third notice, the Financial Assistance Office will send a notice to the student of his/her termination. Once a student is terminated, the Financial Assistance Office will be under no obligation to place the student in another position.

If an agreement regarding corrective actions cannot be reached during this process, the Financial Assistance Director or Financial Assistance Counselor may facilitate a meeting between the supervisor and student

A student employee may be discharged at any time, without regard to the preceding steps, if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the supervisor's judgment, the employee's continued presence or continued absenteeism would be contrary to the well-being of the department or the university. Appeals can be made to the Financial Assistance Committee in care of the Financial Assistance Office

FORMS

There are many forms mentioned throughout this manual that must be completed or used in the Work Study/campus employment program. Form 1 and 2 must be completed by each student when beginning his/her **first** position at Mount Marty University. Forms 3-4 must be completed by each student before beginning work each year. Forms 5-6 will be used while the student is working. Form 7 is an optional direct deposit enrollment form that may be printed out, completed and returned to the Business office.

1. Employment Eligibility Verification, I-9 Form
2. Employee Withholding Allowance Certificate, W-4
3. Work Study/Campus Employment Confidentiality Agreement
4. Campus Work Authorization Form
5. Time Sheet
6. Job Performance Warning Form
7. Direct Deposit Enrollment Form



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date <i>(mm/dd/yyyy)</i>	
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>	
Address <i>(Street Number and Name)</i>		City or Town	State ZIP Code

Employer Completes Next Page



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

2020

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld..... ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____		
	Multiply the number of other dependents by \$500 ▶ \$ _____		
Add the amounts above and enter the total here		3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period .	4(c)	\$

**Step 5:
Sign
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ ▶ _____
Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b)—Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$24,800 if you're married filing jointly or qualifying widow(er); \$18,650 if you're head of household; \$12,400 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240



MOUNT MARTY UNIVERSITY

Confidentiality Agreement

Important: Please read all sections below. If you have any questions regarding this agreement, please ask your Work Study / Campus Employment supervisor or the Financial Assistance Office.

I recognize and acknowledge that confidentiality is the right of all students, faculty, and staff of Mount Marty University.

I recognize that by reason of my duties as a work study student, I may come into contact with such confidential information as: academic, financial, or personal matters relating to the students, faculty, or staff of Mount Marty University. I hereby agree that except as directed by the university, I will not, at any time during or after my intern experience, disclose any information which is of a confidential nature to any person whosever.

I agree I will not ask questions or seek information regarding confidential matters which are not relevant to my assigned duties at Mount Marty University.

I recognize that failure to comply with this agreement may result in the termination of my intern position or lead to a civil lawsuit.

By my signature below, I certify that: I have read the foregoing confidentiality agreement; I have had an opportunity to ask any questions I might have; I understand the agreement; and I agree to be bound by the terms.

Student _____ Date _____

Witness _____ Date _____



Campus Work Authorization Form

This student has been awarded Federal Work Study / Campus Employment for the period indicated. Students may earn up to 50% of their authorized award during each of the two semesters. Unearned amounts will not carry over to future semesters. **Students will not be paid if they earn more than their scheduled amount.**

No time sheet will be issued or wages paid until this form is returned to
Financial Assistance Office, Roncalli 100.

Name: First Name
ID#: Last Name
Department: Financial Assistance
Supervisor: Any Boss
Hourly Rate: \$9.40
Award: \$1,800
Period: 08/24/20 – 5/13/20
FWS or ICE: FWS or ICE

Student Certification: I understand that the authorized award is the maximum amount that I may earn for the period indicated and that this offer is conditional upon my satisfactory performance of the job.

Student Signature

Date

Employer Certification: This is to certify that the above named student is employed by our department and that work performed will be in compliance with Federal Work Study regulations.

Supervisor Signature

Date

Return completed form to the Financial Assistance Office, Roncalli 100



**2019-2020
WORK STUDY/CAMPUS EMPLOYMENT
TIME SHEET**

January 2020

Any person who knowingly makes a false statement or a misrepresentation on this form shall be subject to a fine of not more than \$20,000 or to imprisonment for not more than five years, or both, under provision of the United States Criminal Code.

***** TIME SHEET MUST BE COMPLETED AND SIGNED IN INK TO BE PROCESSED. *****

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL WEEKLY HRS
			1	2	3	4	
5	6	7	8	9	10	11	
12	13 Classes Start	14	15	16	17	18	
19	20 No Classes MLK Jr Day	21	22	23	24	25	
26	27	28	29	30	31 DUE BY 5:00 PM		

I CERTIFY THAT I HAVE WORKED ALL THE HOURS INDICATED AND THAT THIS TIME SHEET IS CORRECT.

Student's Signature **(Must be signed in ink)**

Total Hours Worked

I certify that the above named student performed the work reported in a satisfactory manner and that not more than 40 hours were worked during one week.

Supervisor's Signature **(Must be signed in ink)**

SUP TOTAL Hours

Financial Assistance Officer

RETURN THIS TIME SHEET TO THE FINANCIAL AID OFFICE (RONCALLI 100) BY 5:00 PM ON THE LAST WORKING DAY OF THE MONTH – EVEN IF THERE ARE NO HOURS WORKED!



Work Study / Campus Employment Job Performance Warning

Student's Name

Student's Signature

Department

Supervisor's Signature

_____ 1st Notice
MO/DAY/YR

_____ 2nd Notice
MO/DAY/YR

_____ 3rd Notice
MO/DAY/YR

Supervisor's explanation: _____

*****Third warning will result in job dismissal*****

White-Student

Yellow-Financial Assistance Office

Pink-Supervisor

Payroll Direct Deposit Enrollment Form

Mount Marty University, 1105 West 8th Street, Yankton, SD 57078

- By checking this box, I authorize Mount Marty University to use the below bank information for Accounts Payable payments in addition to payroll payments.
Accounts Payable payments could be reimbursements, student refunds, etc...

Account 1	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

Account 2	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

Account 3	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

Account 4	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

I authorize the direct deposit of my net pay into account(s) indicated above. If my employer deposits funds to my account to which I am not entitled, I authorize my employer to direct the above financial institution(s) to return said funds. The agreement will remain in effect unless I provide written notice to the Business Office.

Print your name: _____

Sign your name: _____ Date: _____

Return to Director of Human Resources in Business Office

*Bank Routing #: the first digits of machine-readable type at the bottom of your check.

*Acct#: the digits of machine-readable type to the right of Bank Routing #.

Please attach a cancelled check from your account for checking or contact the bank for your bank routing and account # for savings to verify information and reduce chance of errors.