

Additional Payroll Form for Student

Employee Name: _____ SMU ID: _____

Class for the period you are working (1L, 2L, 3L, LLM) **OR** undergrad 1st, 2nd, 3rd, or 4rd year)

Email address: _____

Start Date _____ End Date _____

Employment period cannot be for more than one year

Professor or Department you are working in _____

Average hours worked per week: _____

Circle One - Teaching Assistant or Research Assistant or Undergrad or Grad

Are you enrolled in school during the semester you are going to work? Yes or No

Are you a Federal Work Study student? Yes or No

Have you completed an I-9? Yes or No

Are you a United States Citizen? Yes or No

Nonresident Alien Student: My visa status is _____ My country is _____

Nonresident students must report to the International office

Completed by Supervisor/Faculty

Graduate Students Only:

Teacher Assistant (TA): Bi-weekly pay / Monthly: \$ _____ (no timecard required)

Please note: The Law School does not hire Research Assistants (RA)

Example of bi-weekly:

Full-time students are limited to no more than 20 hours per week

20 hours per week for a total of 40 hours bi-weekly, 40 hrs. x \$12.00 = \$480.00 bi-weekly

10 hours per week for a total of 20 hours bi-weekly, 20 hrs. x \$12.00 = \$240.00 bi-weekly

OR Hourly rate _____ **1L** = \$12.00 **2L** = \$13.00 **3L** = \$14.00

Undergraduate Students: 1st year = \$8.50 2nd year = \$9.00 3rd year = \$9.50 4th year = \$10.00

Supervisor/Faculty Signature _____ Book Account # _____

Please Charge to Org number _____ Dept. Name _____

Submitted by Staff Name _____ Phone Number _____ Email: _____

Dean Signature _____ Printed Name _____

Financial Business Manager (FBM) Signature _____ Printed Name _____

Submit the completed form to the Shuntavia Hearne, in Storey Hall, on the 2nd Floor west end.