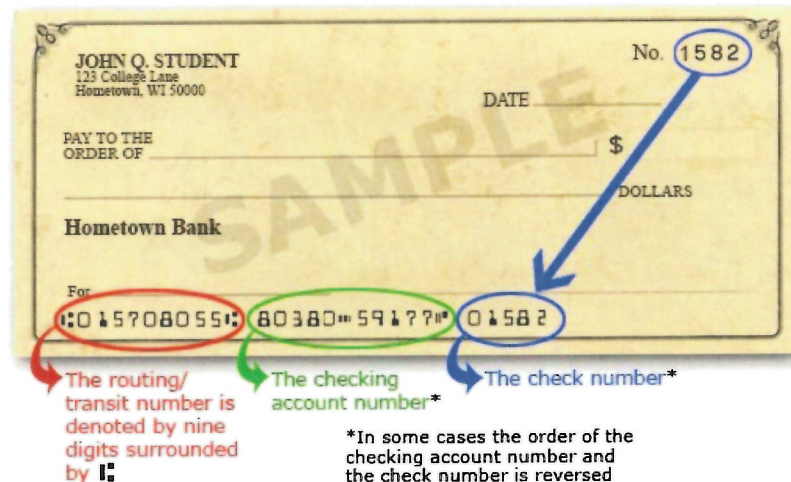


AUTHORIZATION FOR DIRECT DEPOSIT – EMPLOYEE FORM (11/27/17)

This authorizes St. Norbert College to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I identify in the future. This authorizes the financial institution holding the account to post all such entries.

Account #1			
Employee Bank Name:		Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing # (9 –digit number required):		Account #:	
Percentage or Dollar Amount to be Deposited to This Account:			
Account #2			
Employee Bank Name:		Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing # (9 –digit number required):		Account #:	
Percentage or Dollar Amount to be Deposited to This Account:			
Account #3			
Employee Bank Name:		Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing # (9 –digit number required):		Account #:	
Percentage or Dollar Amount to be Deposited to This Account:			

Please attach a voided check and/or a savings deposit slip for each account, **if available**.



The authority is to remain in full force until St. Norbert College has received **written notification** from me of its termination in such timely manner as to afford St. Norbert College and the above Financial Institution a reasonable opportunity to act on it.

Printed Name

Signature

Employee or Student ID# (SNC ID#)

Date

IMPORTANT: This document must be signed and returned to [Payroll Services](#) or the [Human Resources Department](#).

Welcome to St. Norbert College!

The Payroll Office wants to help you with all the things you need, related to on campus employment. Included in this packet are the forms you may want to use to help you with your payment choices.

This packet includes:

Student Employment – Interested in on-campus student employment? – Details on how to apply for a job on campus. More details about the Student Employment Process are provided on the Student Employment website below.

<https://www.snc.edu/studentemployment/process.html>

Included on the back side of the “Interested in on-campus student employment?” is a list of acceptable documents to establish identity and employment authorization. Students need to provide the documents within 3 days of starting to work. More information about the documents accepted for completing the I-9 form are listed on the website below.

<https://www.uscis.gov/i-9-central/acceptable-documents>

Direct Deposit enrollment form – St. Norbert College offers and encourages you to utilize direct deposit to receive payment from your on campus job. You may split your direct deposit between a total of three bank accounts, or deposit it 100% into one account. There are three ATMs on campus. One in Todd Wehr Hall, one in the Student Center, and one in the Kress Inn. Direct depositing your earnings gives you access to your funds on pay day without a trip to the Bursar’s office or the bank.

Tuition Student Payroll Authorization – You may elect to pay 25%, 50%, 75%, or 100% of your earnings on your tuition account. You may cancel this authorization by coming to the Payroll office in Todd Wehr Hall and completing a cancellation form.

Payroll Deduction Authorization - Custom Cash – You may choose to have an amount deducted from your earnings and applied to your custom cash account. Custom cash may be used at many campus locations, including residence hall laundry facilities. There are several De Pere area businesses that accept custom cash also. The link below lists all the places custom cash is accepted.

<http://www.snc.edu/campuscard/customcash/>

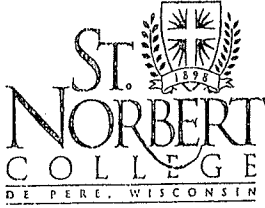
For more information about getting paid at St. Norbert College, please visit the Payroll Department website. Here you will find information about filling out your time sheet, pay period dates and pay check dates. The link is:

<http://www.snc.edu/payroll/>

If you need further assistance, please call or e-mail us.

Madelyn Kennedy
Manager, Payroll & Personnel Budgets
madelyn.kennedy@snc.edu
(920) 403-3962

Joan Klipstine
Payroll Coordinator
joan.klipstine@snc.edu
(920) 403-3516



Interested in on-campus student employment?

STUDENT JOB OPENINGS CAN BE FOUND by accessing SNC's on-campus jobs web page at www.snc.edu/studentemployment/jobs.html

You will be able to view current openings here. Positions will be added throughout the summer and into the fall semester as supervisors determine their student employment openings.

* * *

APPLICATION PROCESS is easy; just follow the "How to Apply" instructions listed on the job posting you are interested in.

* * *

EMPLOYMENT PAPERWORK:

U.S. Citizen: Once you are hired in a position, federal regulations require that an I-9 Employment Eligibility Verification form be completed within 3 days of starting your position on campus. The top portion of the form must be completed on your first day of work. The remainder of the form, including presenting documents to establish identity and employment authorization, must be completed by the third day of employment. On the back of this sheet is a list of acceptable documents to be used to establish identity and employment authorization. Student employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Non-U.S. citizens: Once you are hired in a position, you are required to complete employment verification paperwork in the Payroll Office, located in Todd Wehr Hall, Room 150. This needs to be completed within 3 days of starting your position on campus.

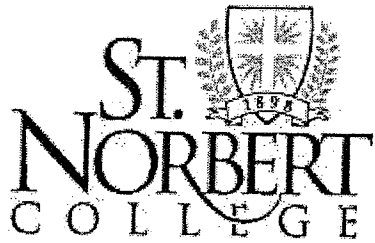
* * *

DIRECT DEPOSIT:

What are the best reasons to have direct deposit? Payments cannot be lost as paychecks may be. Free ATM available on campus. No need to stand in line at the bursar's office to pick up your check and then stand in line at the bank to cash your check. Your pay check funds are always available on payday – you do not have to wait for your deposit to clear or worry about the college's holiday schedule. Not going to be on campus on pay day? Funds will automatically be deposited in your bank account. Direct deposit forms are available in Todd Wehr Hall in the Payroll Office, Room 150.

* * *

QUESTIONS: Please contact the Financial Aid Office at 920-403-3071, toll free at 1-888-786-6721, or by e-mail to studentemployment@snc.edu



100 Grant Street • De Pere, WI 54115-2099 • www.snc.edu/payroll

STUDENT PAYROLL AUTHORIZATION

I hereby authorize St. Norbert College to apply the percentage listed below to my tuition account at the Bursar Office from my payroll earnings and if necessary, make adjustments.

The Payroll Office shall provide me with earnings documentation on a bi-weekly basis in the form of a payroll check stub.

Please apply the following percent of my earnings toward my **tuition account** with the Bursar Office. (Check one).

25% 50% 75% 100%

Please print

Name: _____

Campus ID#: _____

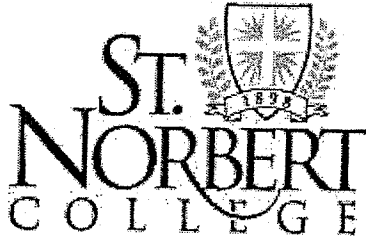
Home Address: _____

Phone Number: _____

This signed agreement will be on file in the Payroll Office and will remain in effect until such time written cancellation is received by the student. Cancellation will take effect 7 working days from the date of request. Once the payroll deposit is posted to the student account, unless there is a credit balance on the account, the deposit becomes non-refundable.

Student Signature: _____

Date: _____



100 Grant Street • De Pere, WI 54115-2099 • www.snc.edu/payroll

PAYROLL DEDUCTION AUTHORIZATION - CUSTOM CASH

I hereby authorize St. Norbert College to deduct from my pay check, the sum of _____, per pay period, beginning _____. This deduction is for custom cash.

When you leave the college, or graduate, any balance over \$25 will be transferred to your student account. If you are a returning student, the balance will remain on your custom cash card for your use.

Name (please print)

Signature

Campus ID#

Date