

CALIFORNIA WESTERN SCHOOL OF LAW

STUDENT PAYROLL ADD FORM

Any student for whom compensation of any form (whether wages or stipend) is to be issued must meet the following eligibility requirements before beginning services.

- **Must be legally eligible for employment under federal and state laws**
- **Must have a signed federal work study contract or have the “student payroll add form” completed by an authorized school representative, and**
- **Must submit the payroll add form to the Business Office payroll dept. together with the appropriate legal documents supporting their legal eligibility to work.**

Student Employees are:

- **Bound by the California Western employee policies as described in the Employee Handbook (a copy of which is obtainable in the payroll office)**
- **Not eligible for California Western employee benefits**
- **Are covered by federal and state legislated benefits**
- **Are considered temporary student employees.**

Students may not work for California Western School Law and receive compensation unless authorized under a Federal Work-Study Contract (obtained through the Financial Aid Office), a Student Work Opportunity Contract (issued by the Associate Dean of Academic Affairs Office), or as authorized by this Payroll Add Form.

Student's Name

Student's Address

Telephone #	SS #
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Position	Pay Rate/Stipend Amount
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Start Date _____

Ending Date _____

(hourly rate based on hours submitted, Stipend paid monthly over term of service) (not more than end of summer term in academic year).

Supervisor _____

Print name

Signature

Charge Code _____

Acct. #

Dept. #

Project Code #

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Office Use:

Received By _____, **Business Office**

Student Documents Received _____ **(initials)**

Student Given Payroll forms and instructions _____ **(initials)**