Student Employment – Student eServices Guide

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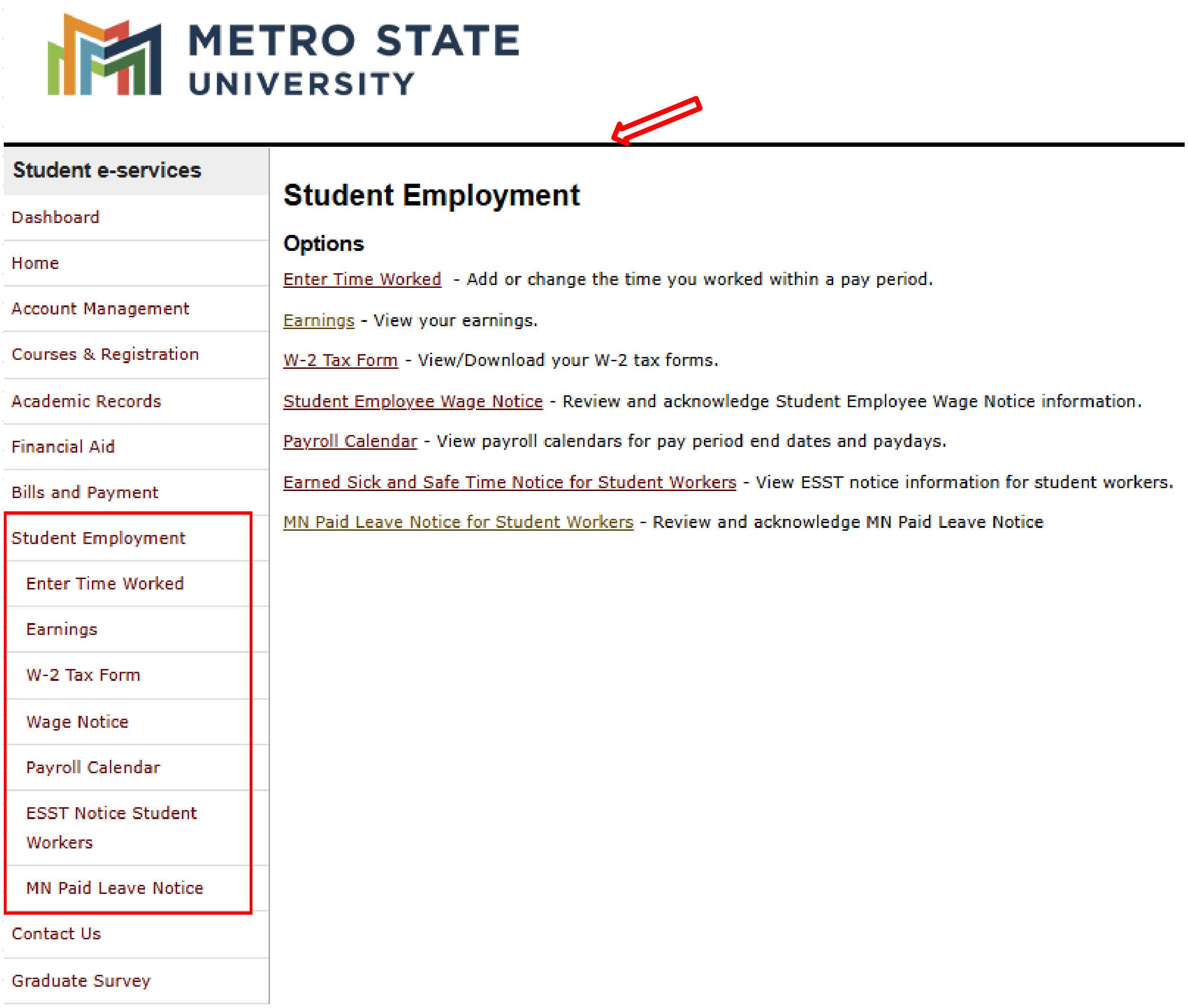
Student Employment

Administrative Staff can use this document to help guide student employees through what they see as they are navigating the Student Employment pages in Student eServices.

How to Access Student Employment

In Student eServices > Student Employment located on the left-side navigation bar

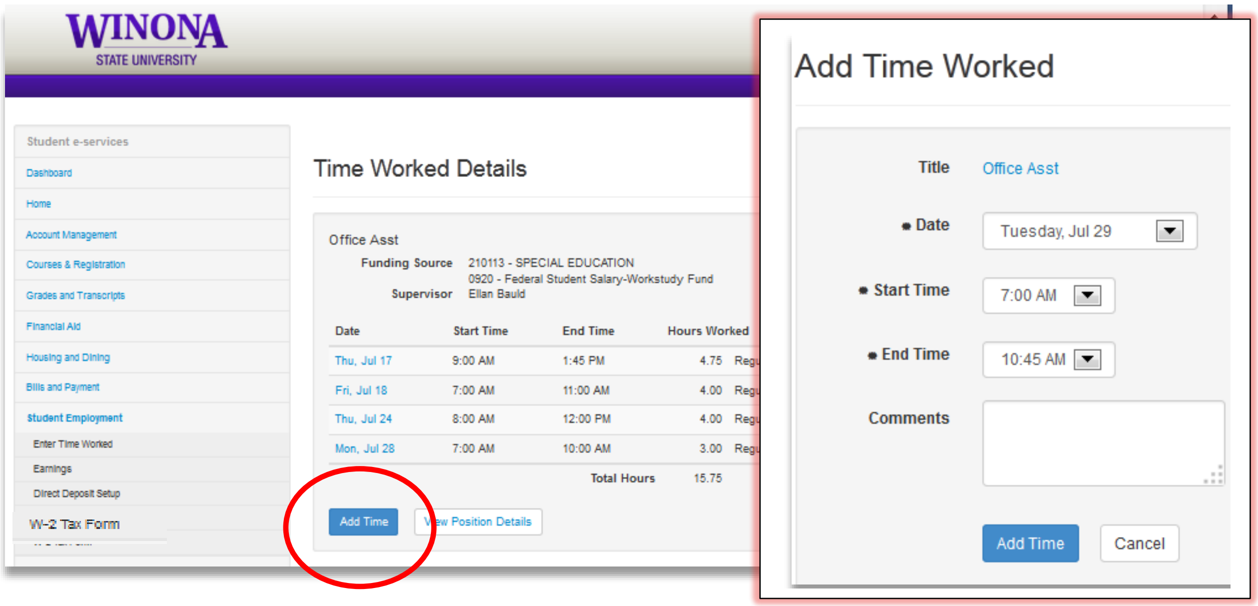


Enter Time Worked

The Student eTime web application is used to enter time worked by the student employee via the web or mobile device.

Add Time Worked

1. Select Enter Time Worked
2. Select *Add Time* for the position that time worked hours should be entered.



3. Use the Date drop-down to select the date. All dates within the pay period will display.
4. Use the Start Time drop-down to select the start time. Time is rounded to 15 minute intervals.
5. Use the End Time drop-down to select the end time.
6. Lunch and/or dinner breaks are NOT automatically calculated. If 8:30 – 5:00 is entered the system would calculate 8.5 hours. If a lunch was taken, the student should enter their hours as 8:30 – 12:00 and then 12:30 – 5:00.
7. A comment can be entered up to 1000 characters and is viewable when you hover over the dialogue bubble .
8. Either hit *Add Time* to add the time or *Cancel* to be brought back to the Time Worked Details page.

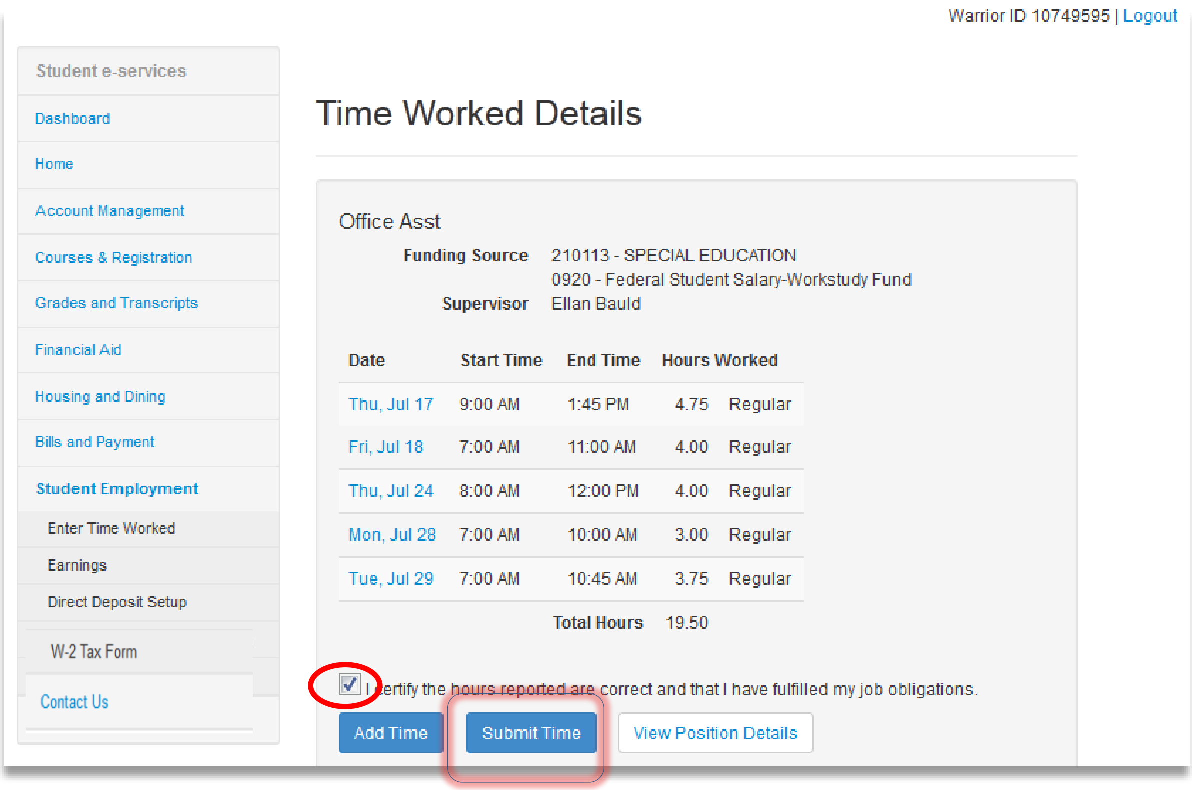
NOTE: If time worked is entered during a time class is scheduled, a warning message will be given and providing a reason will be required. The student will need to pick one of the following reasons:

- Class Cancelled
- Student Excused
- Other (requires a Comment)

Submit Time Worked

The *Submit Time* button will display on work authorizations where time is allowed and entered and has not been submitted. If more than one position has time entered, the *Submit Time* button will display on each position and can be submitted all at one time or separately.

1. Select the check box next to the statement “I certify the hours reported are correct and that I have fulfilled my job obligations” for each position to be submitted.
2. Hit the *Submit Time* button.

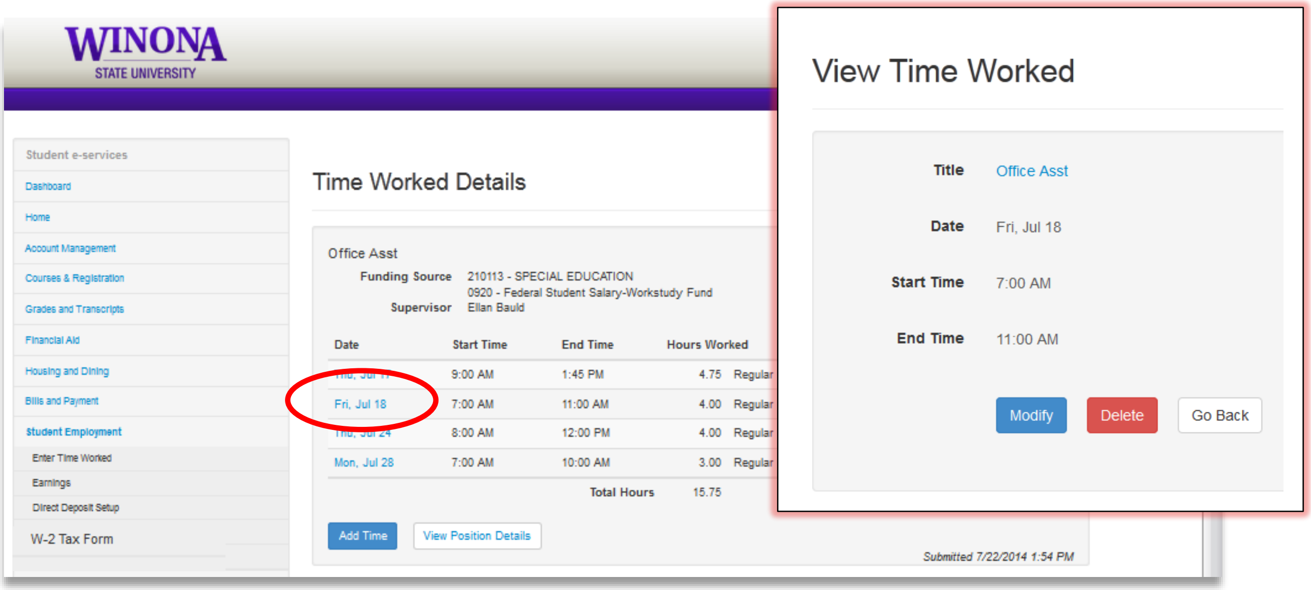


3. Once submitted, the system checks to see if the payroll has already been processed for the pay period. If it has then the following informational message displays to the student: "Time worked records submitted successfully but payroll has already been processed for this pay period. This payment will be included the next time payroll is processed. In most cases, you will receive payment by mm/dd/yyyy." (Payment Date from the next unprocessed pay period) example if next unprocessed pay period is 7/29/2014 then it would display 8/8/2014.
4. If more time is added, changed or deleted after it has been submitted but before the pay period has been processed, the *Submit Time* button and check box will display again to be processed.
5. Once submitted, the supervisor will be able to review and approve the time worked.

Modify or Delete Time Worked

NOTE: Only records that have NOT been processed can be modified or deleted by the student.

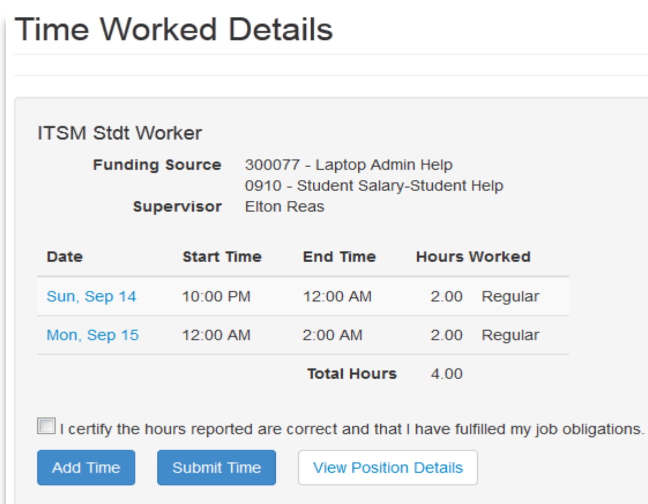
1. Select the Date of the record to be Modified or Deleted
2. Choose *Modify* to update the record and Save
3. Choose *Delete* to remove the record



If the record has already been processed but needs to be deleted or hours reduced, the student will need to inform the Student Payroll Staff who will work with the System Office, Tax Services Unit who can process an Overpayment Reimbursement.

Add Time Worked to an Overnight Shift

Enter the shift with the end time midnight then go to the next day and add the remaining time worked with the start time midnight. For instance the shift is from 10 pm on 8/14 until 2 am on 8/15 - *Add Time* on 8/14 from 10 pm to midnight and then on 8/15 *Add Time* from midnight to 2 am.



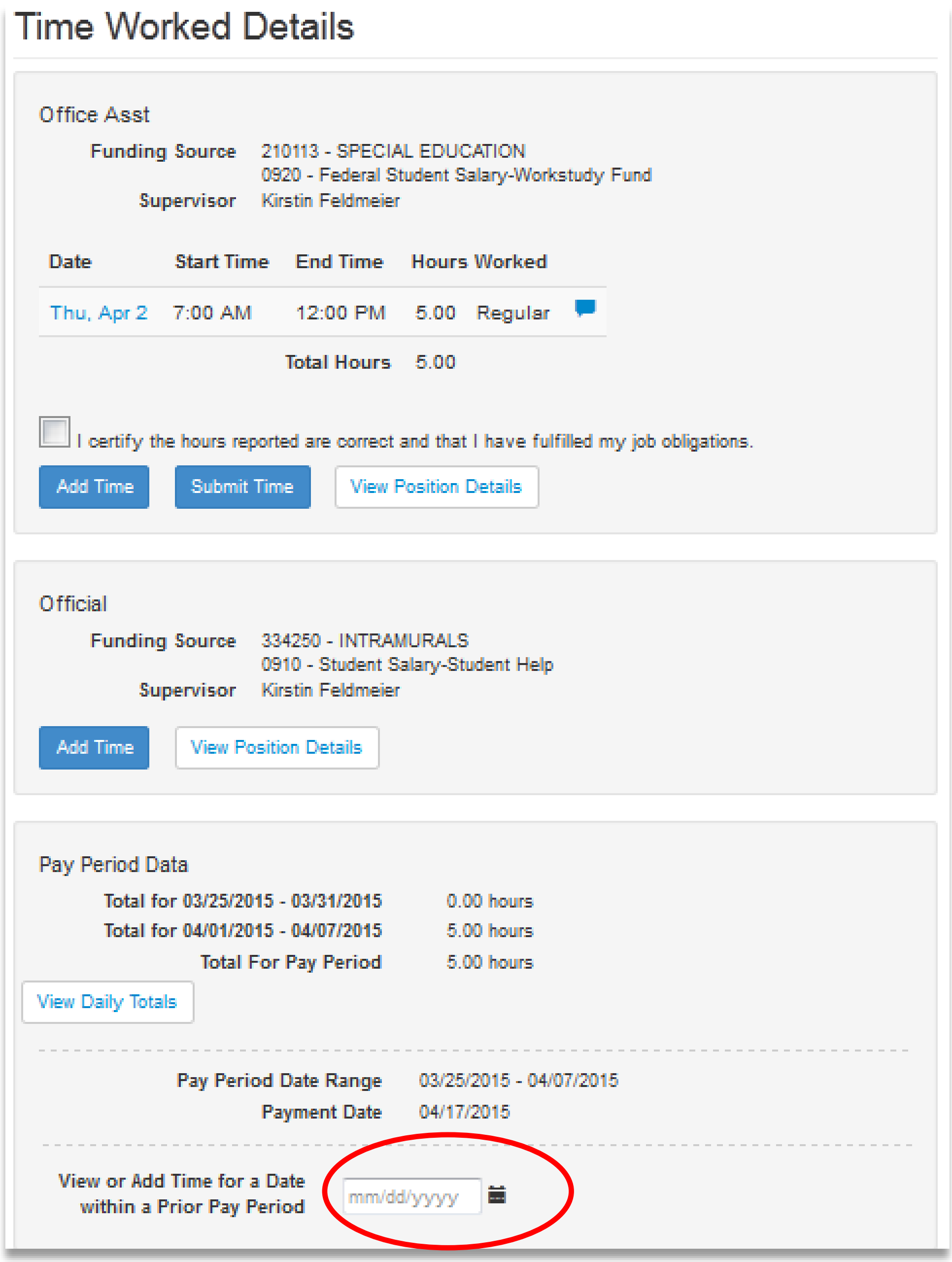
If an overnight shift is worked on the last day of the pay period the time worked for the one day in the future pay period can be entered during that current pay period by selecting the calendar icon or clicking in the field to the right of View or Add Time for a Date within a Prior Pay Period and choosing the date. It will however, be paid with the next pay period.

MINNESOTA STATE

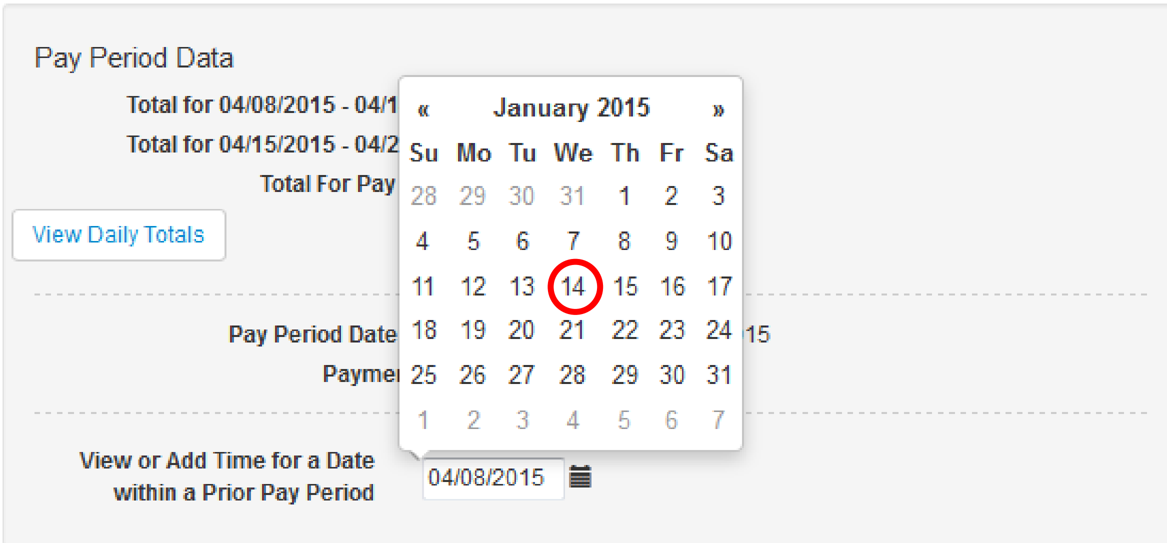
Student Employment – Student eServices Guide

View a Prior Pay Period

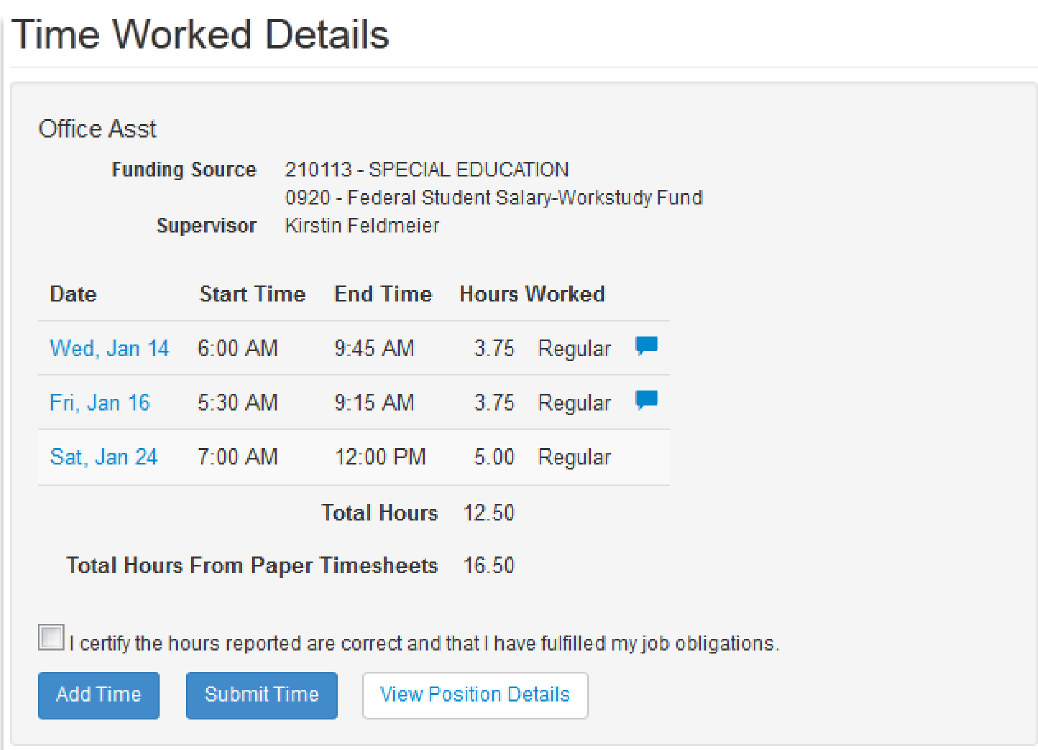
1. Select the calendar icon or click in the field to the right of *View or Add Time for a Date within a Prior Pay Period*



2. Select a date within that prior pay period.



The Time Worked Details from that pay period displays

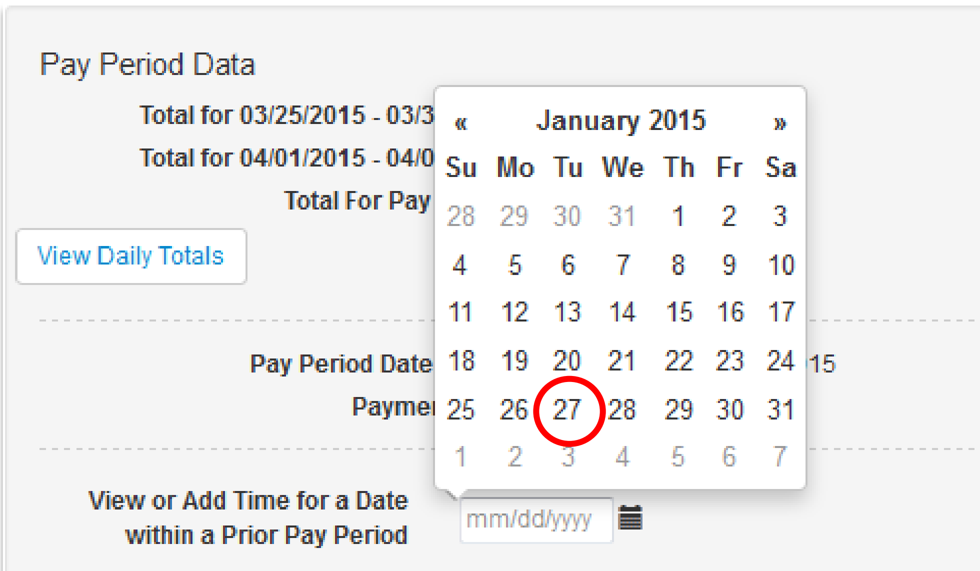


Add Time Worked to a Prior Pay Period

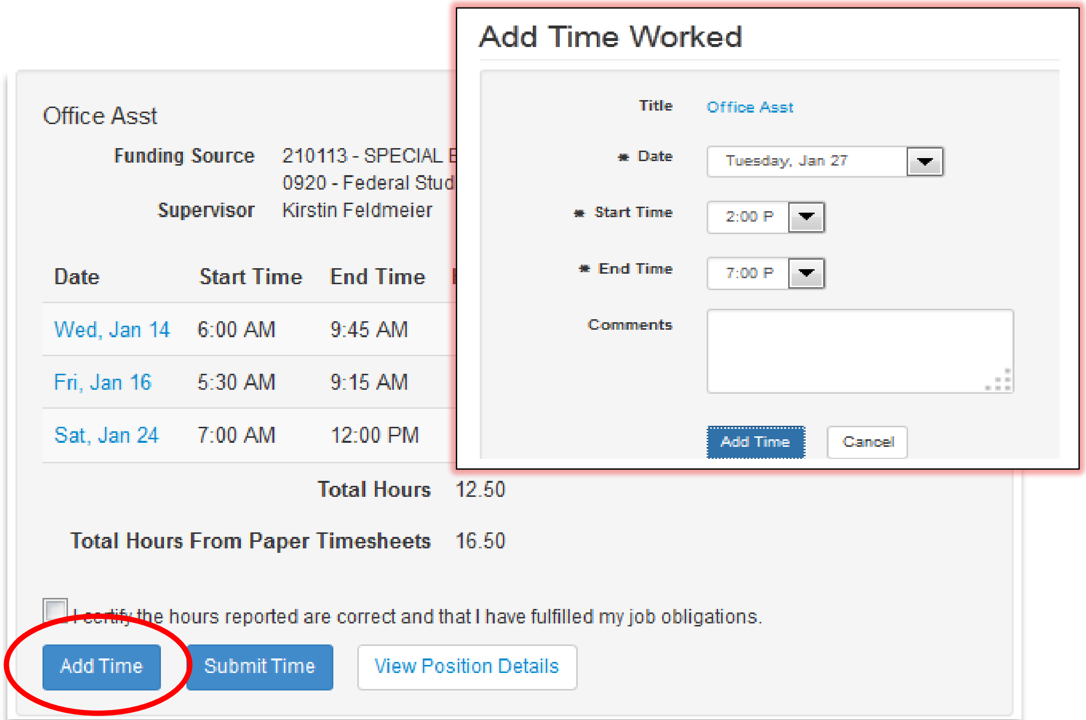
If time worked was forgotten or missed getting entered, it should be entered in the pay period in which the work occurred, NOT the current pay period. The system allows students to add time to a previous pay period even if it has already been processed as long as the pay period is open and unlocked. The system will display the date and times that were previously paid but does NOT allow the student to change the date and times of these records.

The application only allows entry of new dates and times such as additional hours that need to be paid. If the student needs to reduce the number of hours paid due to being overpaid, they will need to work with the Student Payroll Student Staff who will work with the System Office, Tax Services Unit who can process an Overpayment Reimbursement.

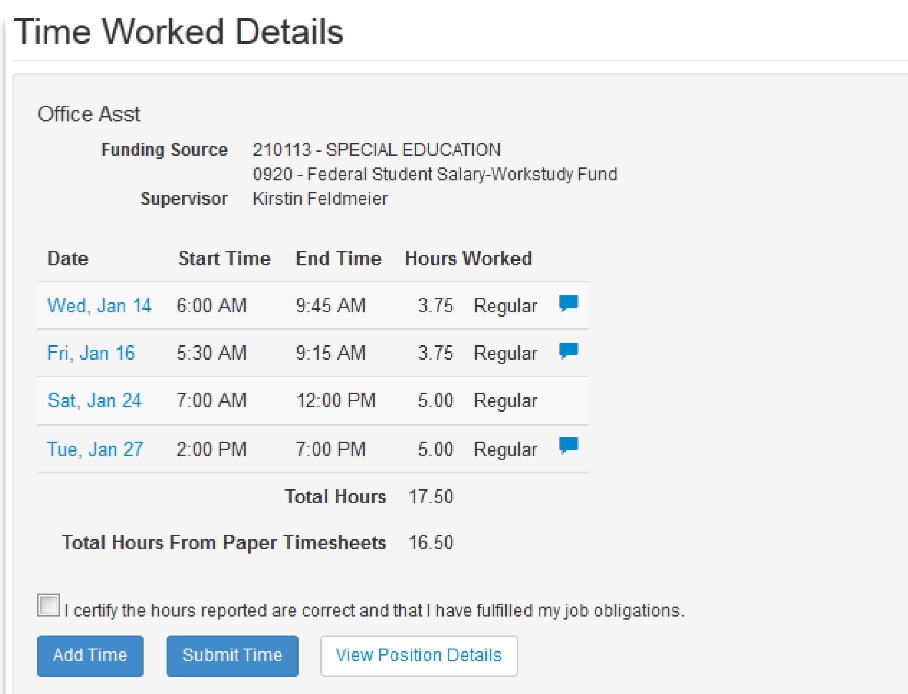
1. To add time to a prior pay period, select the calendar icon or click in the field to the right of View or Add Time for a Date within a Prior Pay Period.
2. Select the date.



3. Select *Add Time*

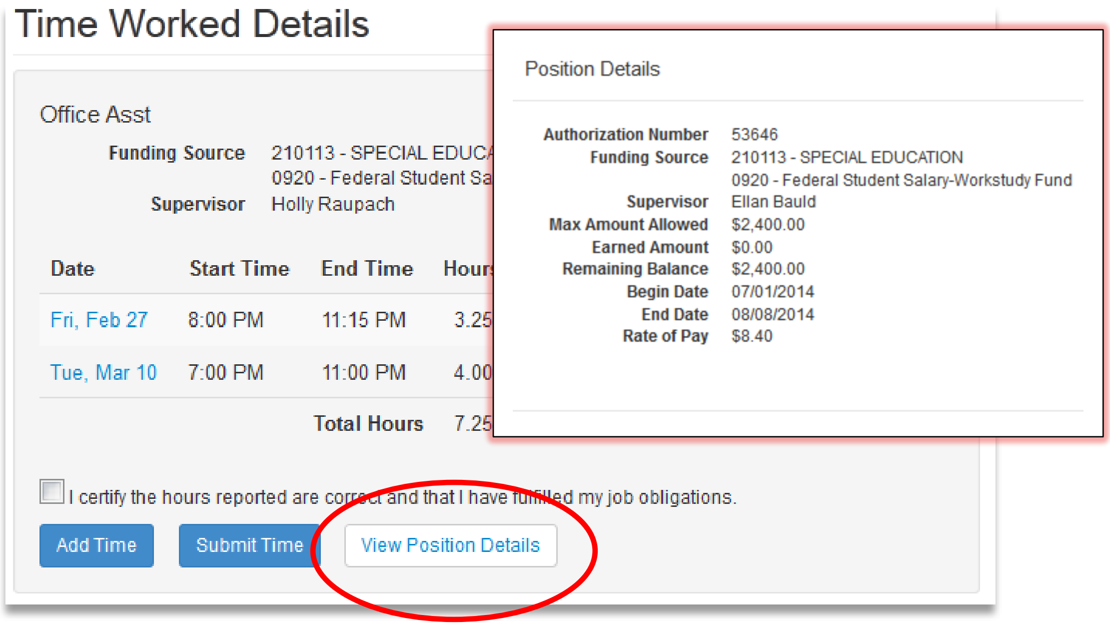


4. Use the Date drop-down to select the date. All dates within the pay period will display.
5. Use the Start Time drop-down to select the start time. Time is rounded to 15 minute intervals.
6. Use the End Time drop-down to select the end time.
9. A comment can be entered up to 1000 characters and is viewable when you hover over the dialogue bubble .
7. Hit *Add Time* to add the time



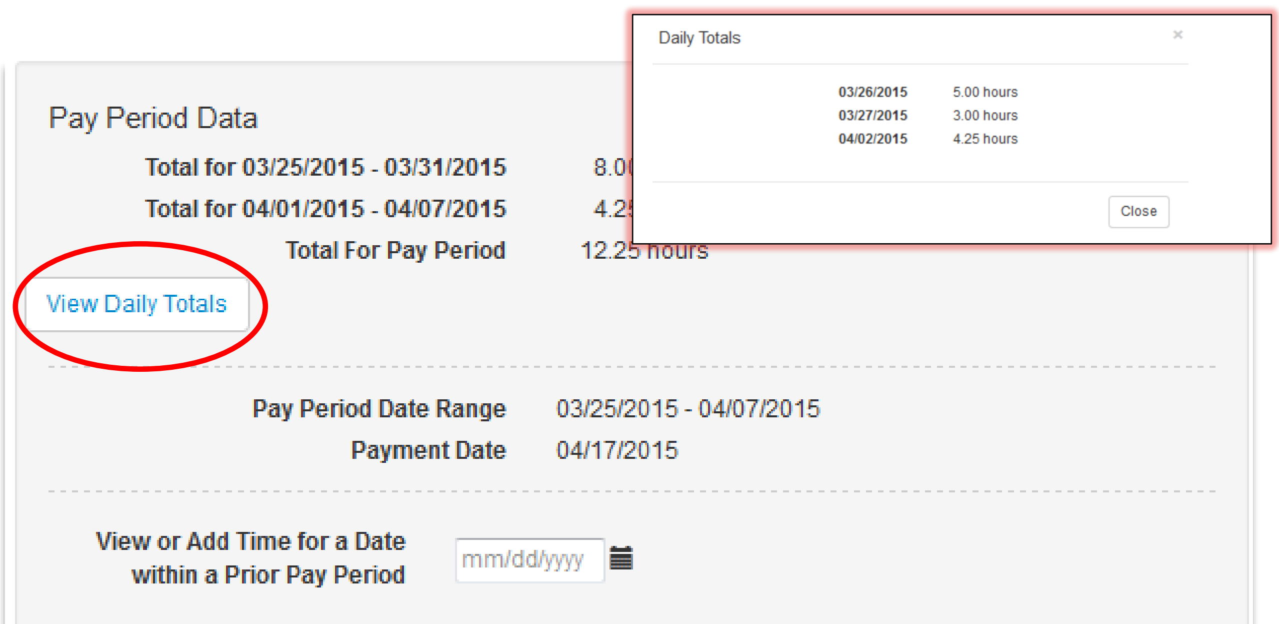
View Position Details

Select the *View Position Details* button to display the information.



View Daily Totals

Select the *View Daily Totals* button to display total hours worked by day in the pay period.

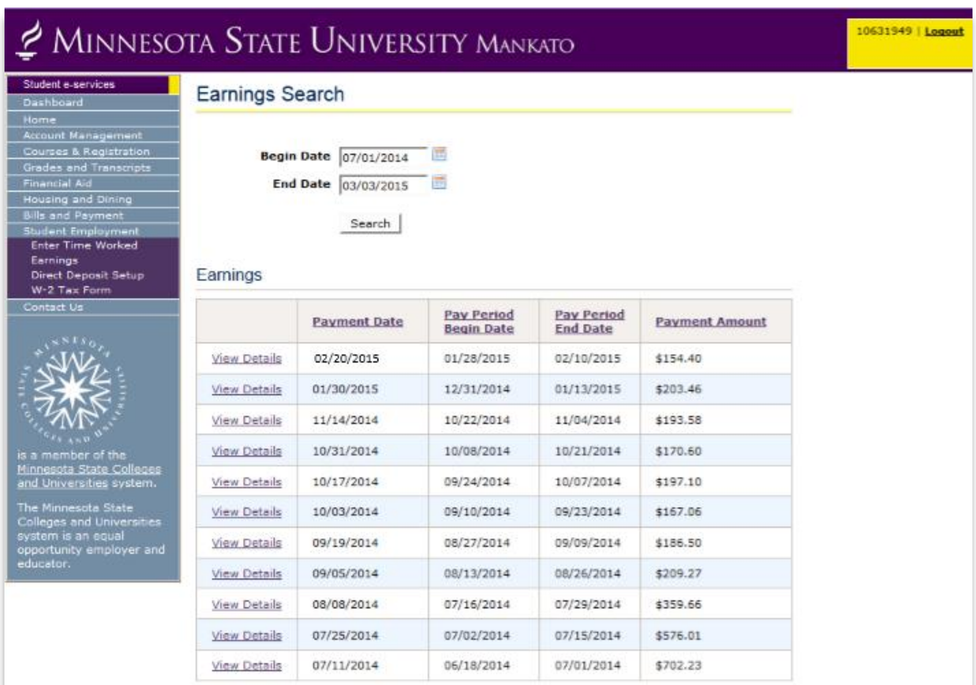


Earnings

Student Employment Earnings PDF can be accessed by a student employee to view their electronic payroll advice when paid though direct deposit or check.

1. Click the Earnings link under Student Employment in the left hand navigation bar.

2. The Earnings Search page displays.



3. Enter the date range of advices you would like to view. The default Begin Date is one year before the current date and the End Date is the current date. The dates can be changed either by entering a new date in the mm/dd/yyyy format or by clicking the calendar icon and selecting the desired date.
4. Click the Search button to retrieve a list of that student's payroll advices within the date range.
5. Payroll Earnings for pay periods within the date range are displayed in descending payment date order. The sort order can be changed by clicking any of the underlined column headings to be ascending or descending.
6. Select View Details next to the Payment Date to see the Student Payroll Earnings for that period.

Example Earnings PDF

DV-Bemidji State University (218) 755-2445
1500 Birchmont Drive NE Bemidji MN 56601-2699
Micah Ablaza
ID: 13088801

Gross & Net

Payment Date : 02/26/2020
Payment Amount: 914.93
Payment Type : Check
Check Number : 00428011
Stub Number : 533818

	Total Taxable Benefit (Non-paid)	Total Gross	Total Taxes	Total Deductions	Net Pay
Current	0.00	1000.00	85.07	0.00	914.93
Year-To-Date	0.00	1100.00	92.72	0.00	1007.28

Earnings **Pay Period: 01/08/2020-01/21/2020 (2020-15)**

Description	Hours	Rate	Lump Sum Amount	Transfer Amount	Total Amount
Student Assistant-Regular			1000.00		1000.00

Taxes

Description	Taxable Gross	Amount	Year-To-Date Amount
Fica Deduction-Employee	0.00	0.00	6.20
Medicare Deduction-Employee	0.00	0.00	1.45
Federal Tax-Employee	1000.00	76.69	76.69
MN-State Tax-Employee	1000.00	8.38	8.38
Fica-Employer	0.00	0.00	6.20
Medicare-Employer	0.00	0.00	1.45

Deductions

Description	Amount	Year-To-Date Amount

Federal W-4

Filing Status	Additional Withholding
Head of Household	0.00

State W-4

State	Marital Status	Allowance	Additional Withholding
MN	Married	0	0.00

Earnings Advice Screen Fields

Field Name	Description
At the top:	• Institution Name and Phone Number

	• Institution Address • Student Employee Name • Tech ID
Gross & Net section:	• Payment Date: The date the payment was made to the student. • Payment Amount: The amount received by the student after taxes and deductions. • For Direct Deposit payments made by institutions using an external provider, the following message is displayed: Important: If you receive your funds electronically, verify that your financial institution has posted them to your bank account prior to using those funds. • For Direct Deposit payments made by institutions *not* using an external provider, the following message is displayed: Important: Prior to using the funds, verify that your financial institution has posted them to your bank account. • Payment Type: Direct Deposit, Check If your institution uses an external provider to distribute funds, the Payment type will display "Payment Processed via External Provider" and will contain the link to the External Provider's website for your institution. • Account Type: (Direct Deposit payments only) Checking or Savings • Check Number: (Checks payments only) • Stub Number: Used for reference in ISRS • Current and Year-to-Date amounts of: Total Taxable Benefit (Non-paid), Total Gross, Total Taxes, Total Deductions, and Net Pay
Earnings section:	• Description: What this payment is for • Hours: The number of hours worked (hourly positions only). • Rate: The student's hourly rate (hourly positions only). • Lump Sum Amount: The total amount earned (used if not an hourly position). • Total Amount: The sum of hourly pay and lump sum pay.
Taxes section:	Description, Taxable Gross, Current Amount and Year-to-Date Amount of each of the following: • FICA • Medicare • Federal Tax • State Tax
Deductions section:	• Child Support • Garnishments • Employee Paid Insurance (Health, Dental) • Employer Contribution Insurance (Health, Dental, Basic Life, Fees)

Federal W-4 section:	• Filing Status • Allowance (if student's W4 year < 2020) • Additional Withholding
State W-4 section:	• State • Marital Status • Allowance • Additional Withholding

If paid by check the student also receives a paycheck stub.

Student Employee Paycheck Stub Example Screen Print

```
Minnesota State University Moorhead        (218) 477-2161                 R10209
1104 7th Avenue South  Moorhead, MN 56563
Date: 02/27/2020                   Pay Period: 2020-16 (01/22/2020 - 02/04/2020)
Eldridge Mike Louviere                                               ID: 11810305
W-4: Federal HOH        100.00, State ND HOH       0   0.00
Earnings Description          Rate     Hours      Lump Sum     Gross
 Grad Ast Sal/REG             15.00    30.00                   450.00

Total                                  30.00                   450.00
Deduction Description                      Current   Calendar Year
Employee Deductions
Fica Deduction-Employee                      27.90           27.90
Medicare Deduction-Employee                   6.53            6.53
Federal Tax-Employee                        100.00          248.40
ND-State Tax-Employee                         1.00           12.00

Employer Contributions
Fica-Employer                                27.90           27.90
Medicare-Employer                             6.53            6.53

                                           Current   Calendar Year
Total Gross Pay                             450.00        1,650.00
Total Gross Non-paid                          0.00            0.00
Total Employee Deductions                   135.43          294.83
Total Employer Contributions                 34.43           34.43
Net Pay                                     314.57        1,355.17

                                                  Stub Nbr:    00712198

                                                         02/27/2020

      Three Hundred Fourteen and 57/100 Dollars.
                                                                      $314.57

         Eldridge Mike Louviere
         43286 ANY STREET USA #33432
         STREET 2                                      S
         WILLISTON ND   58801
```

Student Pay Stub Screen Fields

Field Name	Description

At the top:	• Institution’s Name and Phone Number
	• Institution’s Address
	• Date and Pay Period
	• Student Employee Name and Tech ID
	• W-4 Tax Information
	Federal W-4 section:
	  • Filing Status
	  • Allowances if Student’s W4 < 2020
	  • Additional Withholding
	State W-4 section:
	  • State
	  • Marital Status
	  • Allowance
	  • Additional Withholding

Earnings Section:	• Earnings Description: What this payment is for • Pay Rate • Hours: The number of hours worked (hourly positions only). • Lump Sum Amount: The total amount earned (used if not an hourly position). • Gross • Total Amount: The sum of hourly pay and lump sum pay.

Deductions Section:	• Deduction Description
	<u>Employee Deductions</u>
	Examples:
	  • Child Support
	  • Garnishments
	  • Employee Paid Insurance (Health, Dental)
	  • FICA
	  • Medicare
	  • Federal Tax
	  • State Tax
	<u>Employer Contributions</u>
	  • Employer Contribution Insurance (Health, Dental, Basic Life, Fees)

Gross & Net section:	• Current and Calendar Year Payment Amount: • Check Number: (Checks payments only) • Stub Number: Used for reference in ISRS • Current and Calendar Year-to-Date amounts of: Total Gross Pay, Total Gross Non-paid (Taxable Benefit), Total Employee Deductions, and Total Employer Contributions

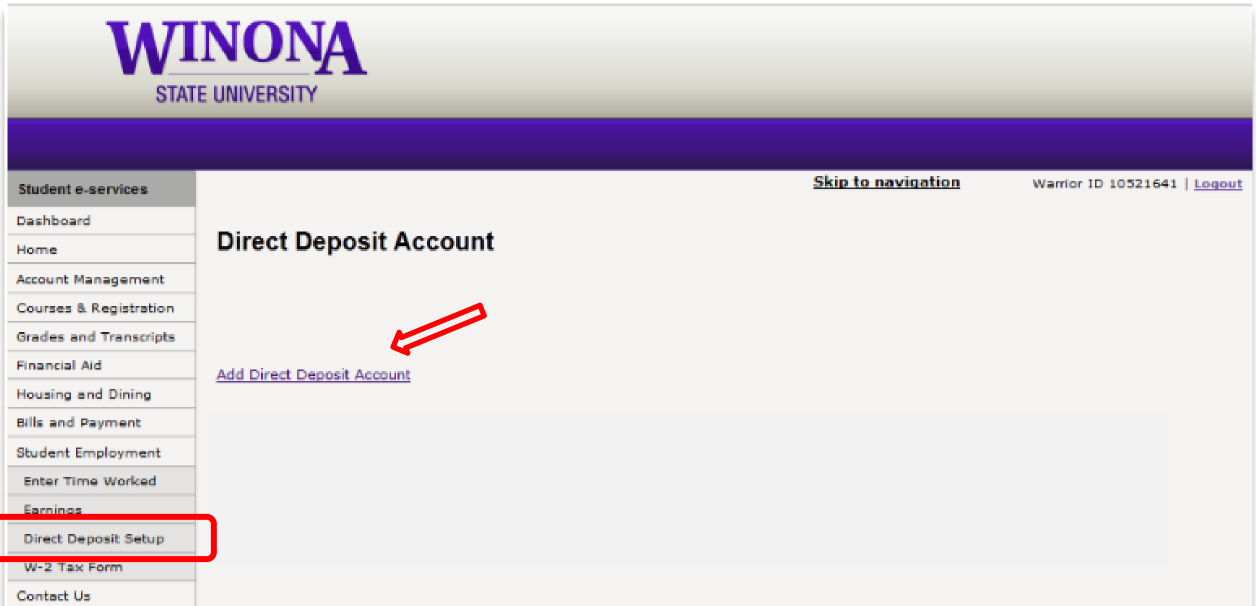
	• Net Pay: The Current and Calendar Year-to-Date amounts received by the student after taxes and deductions.

Direct Deposit Account Setup (non BankMobile schools only)

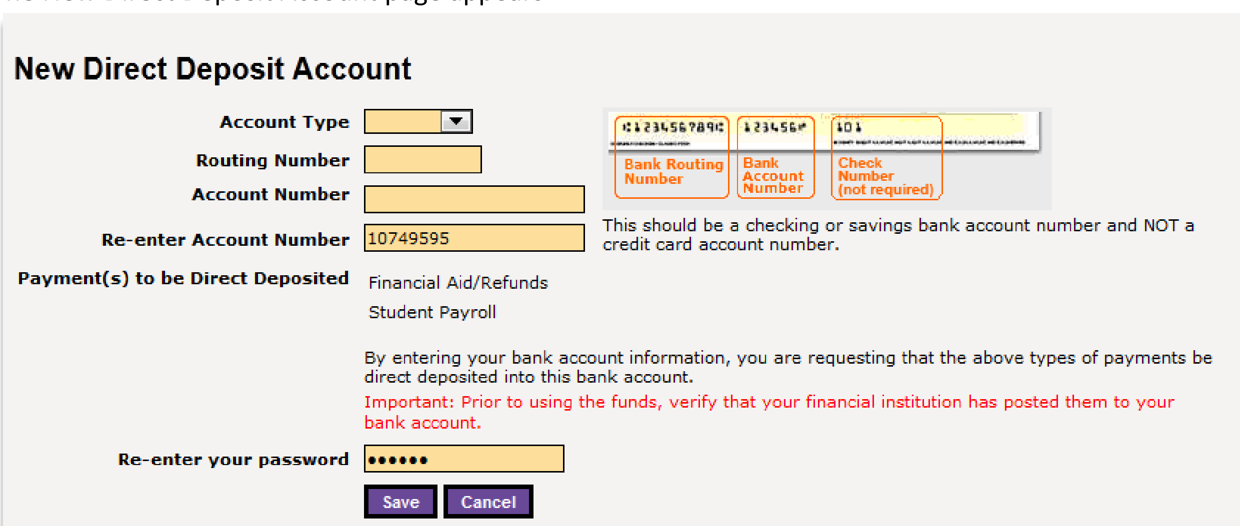
A student employee can setup and maintain their direct deposit account through Student eServices.

Adding a Direct Deposit Account

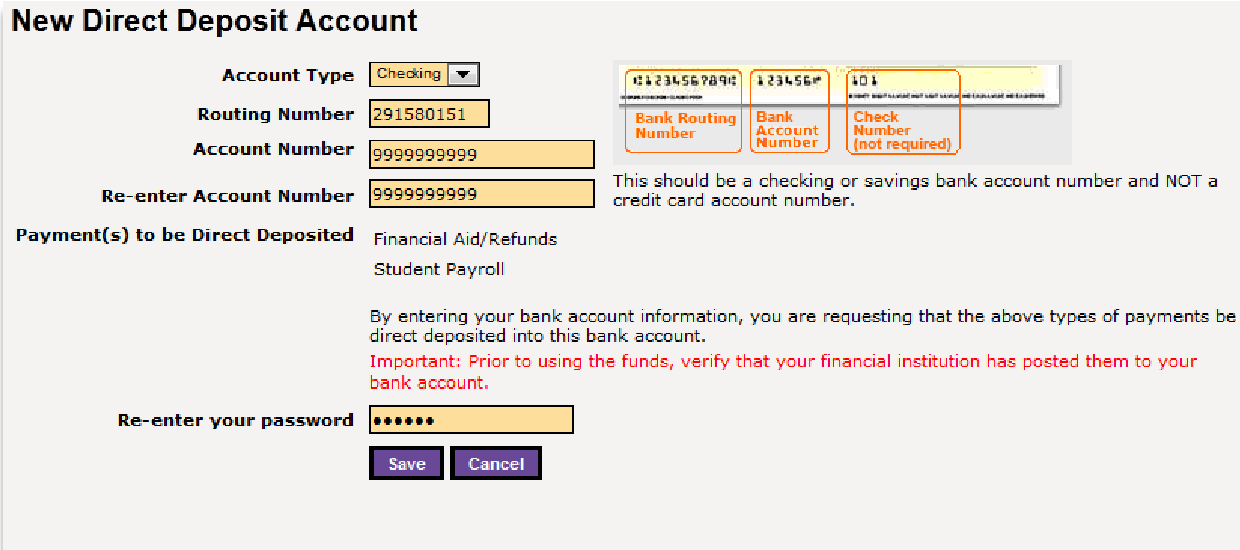
1. To add an account select Direct Deposit Setup
2. Select Add Direct Deposit Account



The New Direct Deposit Account page appears



3. Enter the requested information



New Direct Deposit Account

Account Type: Checking

Routing Number: 291580151

Account Number: 9999999999

Re-enter Account Number: 9999999999

This should be a checking or savings bank account number and NOT a credit card account number.

Payment(s) to be Direct Deposited: Financial Aid/Refunds

Student Payroll

By entering your bank account information, you are requesting that the above types of payments be direct deposited into this bank account.

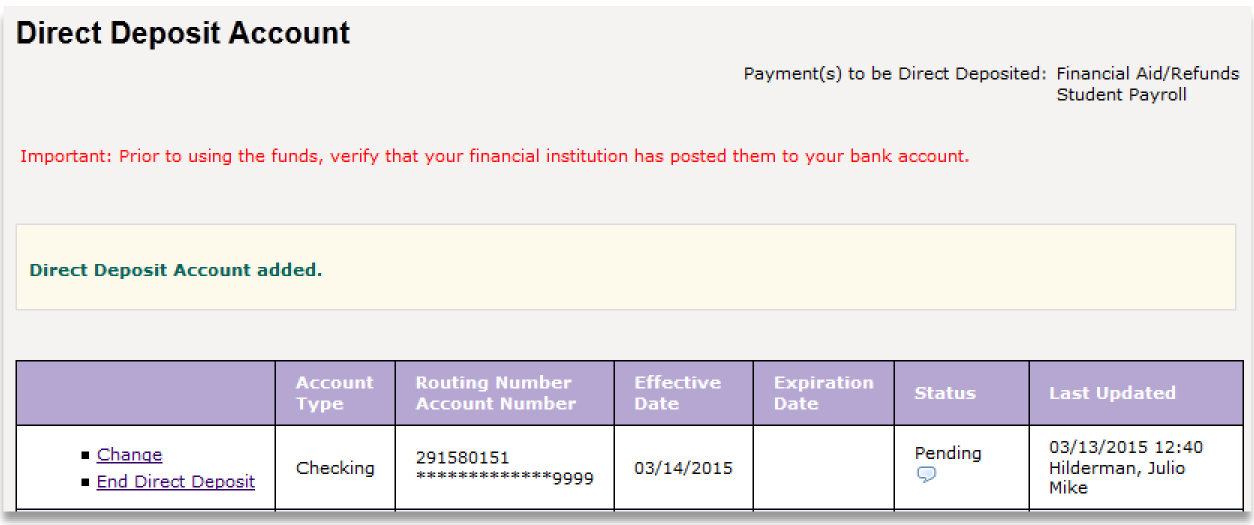
Important: Prior to using the funds, verify that your financial institution has posted them to your bank account.

Re-enter your password: ••••••

Save Cancel

4. Select the [Save] button

Once added the account will be in a Pending Status until the next day. It should then become Active.



Direct Deposit Account

Payment(s) to be Direct Deposited: Financial Aid/Refunds
Student Payroll

Important: Prior to using the funds, verify that your financial institution has posted them to your bank account.

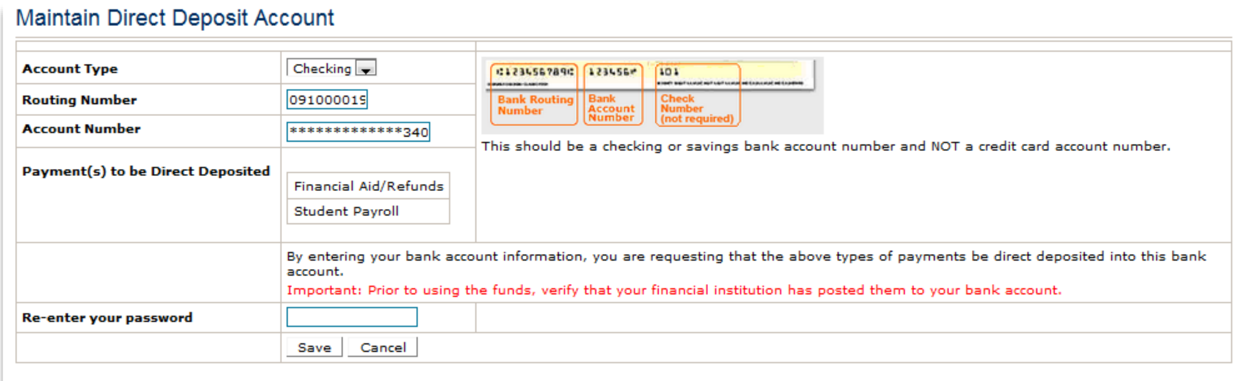
Direct Deposit Account added.

	Account Type	Routing Number Account Number	Effective Date	Expiration Date	Status	Last Updated
▪ Change ▪ End Direct Deposit	Checking	291580151 *************9999	03/14/2015		Pending	03/13/2015 12:40 Hilderman, Julio Mike

Changing a Direct Deposit Account

	Account Type	Routing Number Account Number	Effective Date	Expiration Date	Status	Last Updated
• Change	Checking	091000019 *************3406	08/07/2012	12/29/2016	Active	12/29/2016 14:32 Barnum, Beatris Florence

Click the [Change] button for the record to be updated.



Maintain Direct Deposit Account

Account Type	Checking	⑆123456789⑆ 123456⑈ 101 Bank Routing Number / Bank Account Number / Check Number (not required) This should be a checking or savings bank account number and NOT a credit card account number.
Routing Number	091000019	
Account Number	*************340	
Payment(s) to be Direct Deposited	Financial Aid/Refunds Student Payroll	
	By entering your bank account information, you are requesting that the above types of payments be direct deposited into this bank account. Important: Prior to using the funds, verify that your financial institution has posted them to your bank account.	
Re-enter your password		
	Save Cancel	

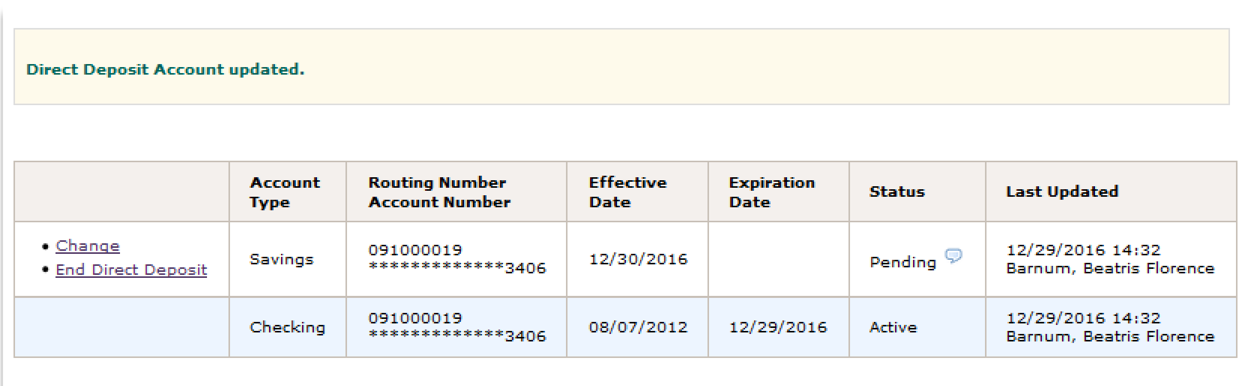
Enter the corrected information. Note that the Re-enter Account Number field will display if a change to the account number was made.

NOTE: If you enter the wrong account information too many times, your account will be locked and you will need to contact your campus business office to have it updated.

Re-enter your password

Click [Save] and the system redisplays the Direct Deposit Account screen.

A message displays noting the update has been applied.



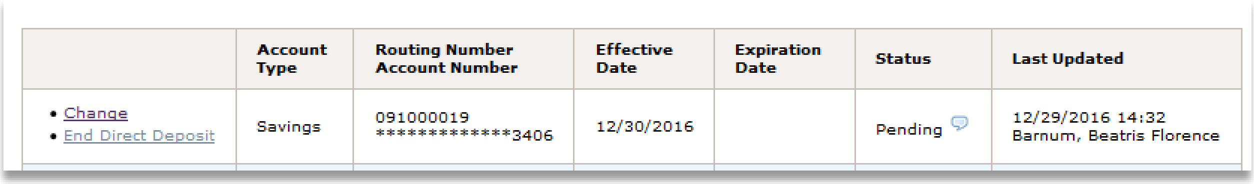
Direct Deposit Account updated.

	Account Type	Routing Number Account Number	Effective Date	Expiration Date	Status	Last Updated
• Change • End Direct Deposit	Savings	091000019 *************3406	12/30/2016		Pending	12/29/2016 14:32 Barnum, Beatris Florence
	Checking	091000019 *************3406	08/07/2012	12/29/2016	Active	12/29/2016 14:32 Barnum, Beatris Florence

NOTE: The changes will be effective the next day. Once you have made the update, the changed version of the account will be the active record. If there were deposits made under the old version, it will be listed as an expired record, as seen above in Image 2. If there were no deposits made under the old version, it is replaced by the new version and will not be listed.

Ending a Direct Deposit Account

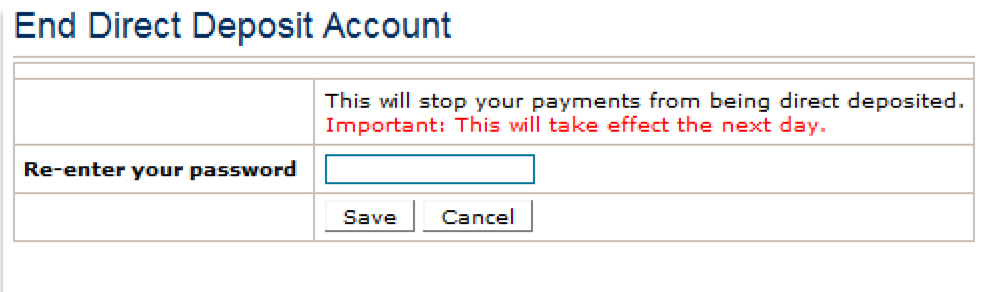
Click the [End Direct Deposit] button on the record to be ended.



	Account Type	Routing Number Account Number	Effective Date	Expiration Date	Status	Last Updated
• Change • End Direct Deposit	Savings	091000019 *************3406	12/30/2016		Pending	12/29/2016 14:32 Barnum, Beatris Florence

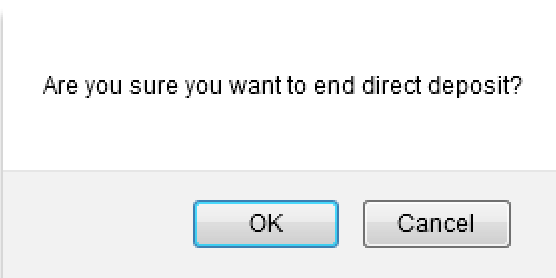
Re-enter your password

[Save]

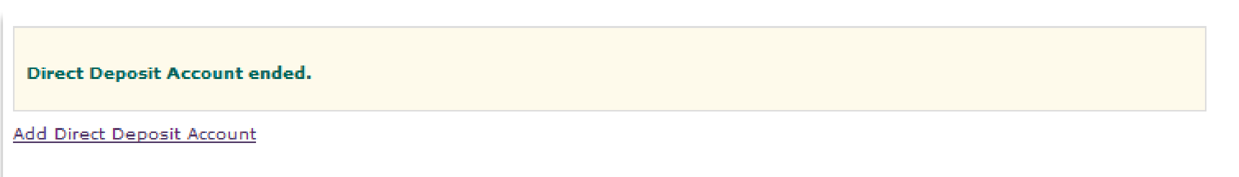


A Confirmation box is displayed:

Click the Ok Button to end direct deposit.

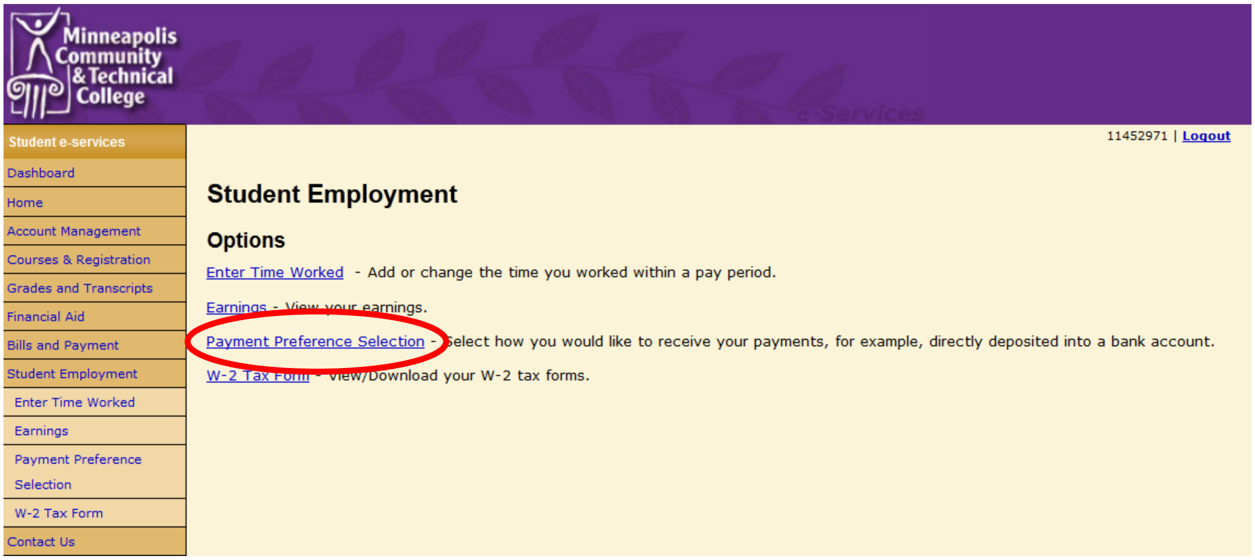


A message displays noting the account ended.

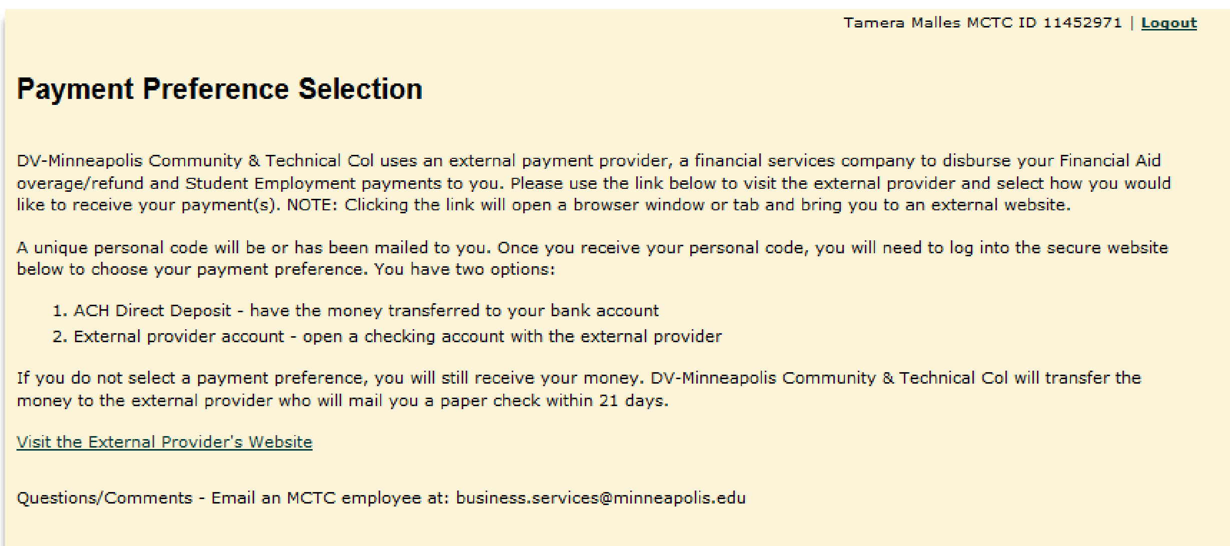


Payment Preference Selection (BankMobile schools only)

Schools serviced by BankMobile will not have the option to select Direct Deposit and maintain their account. They will see a Payment Preference Selection.



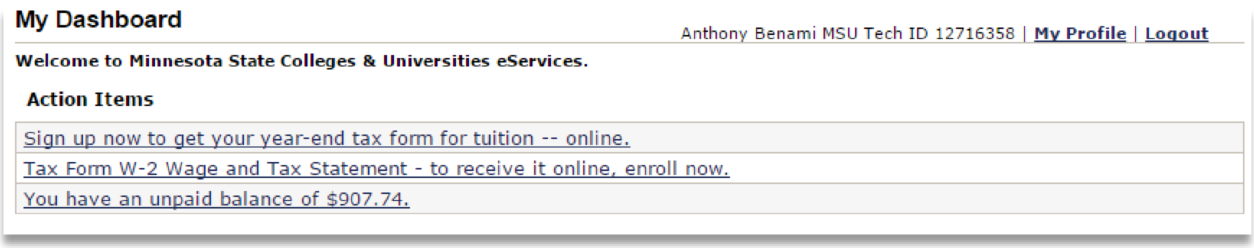
When selected will take them to a page with the option to Visit BankMobile's Website



Tax Forms - W-2 and 1098-T

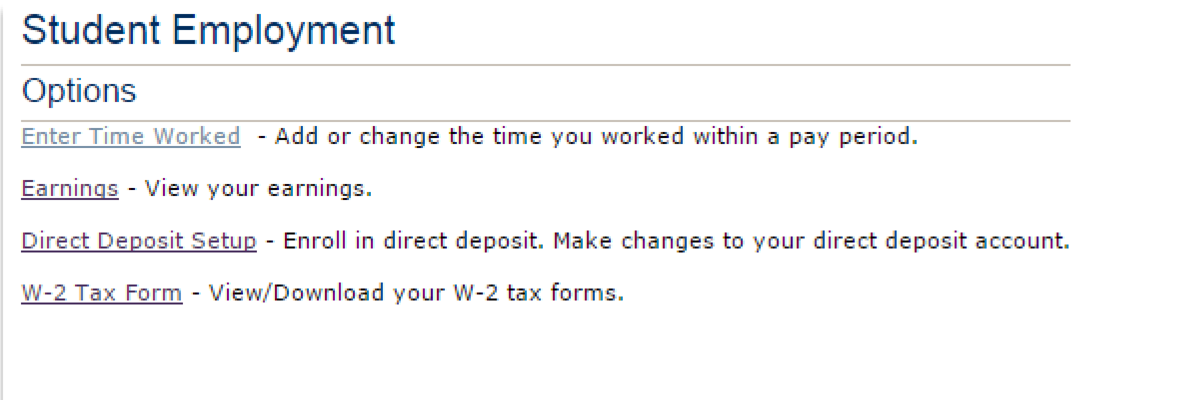
Students can sign up to receive their W-2 Wage and Tax Statement and 1098-T Tuition Statement electronically.

Action Items will appear on the Student eServices Dashboard

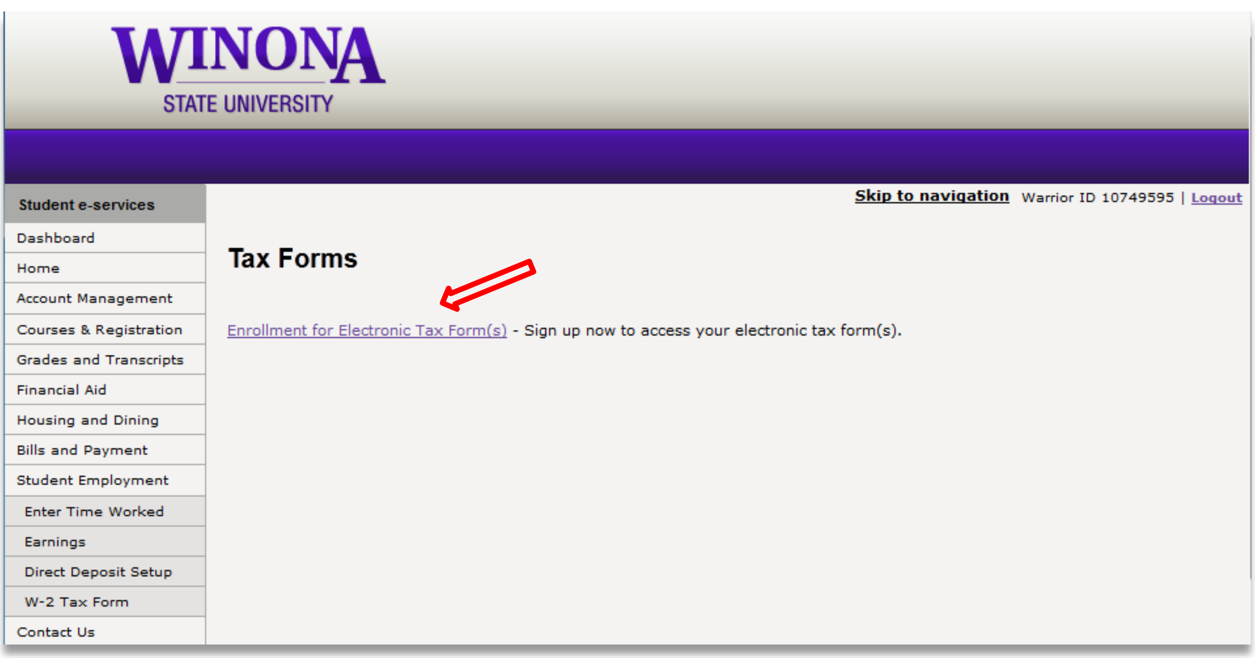


Also under Student Employment

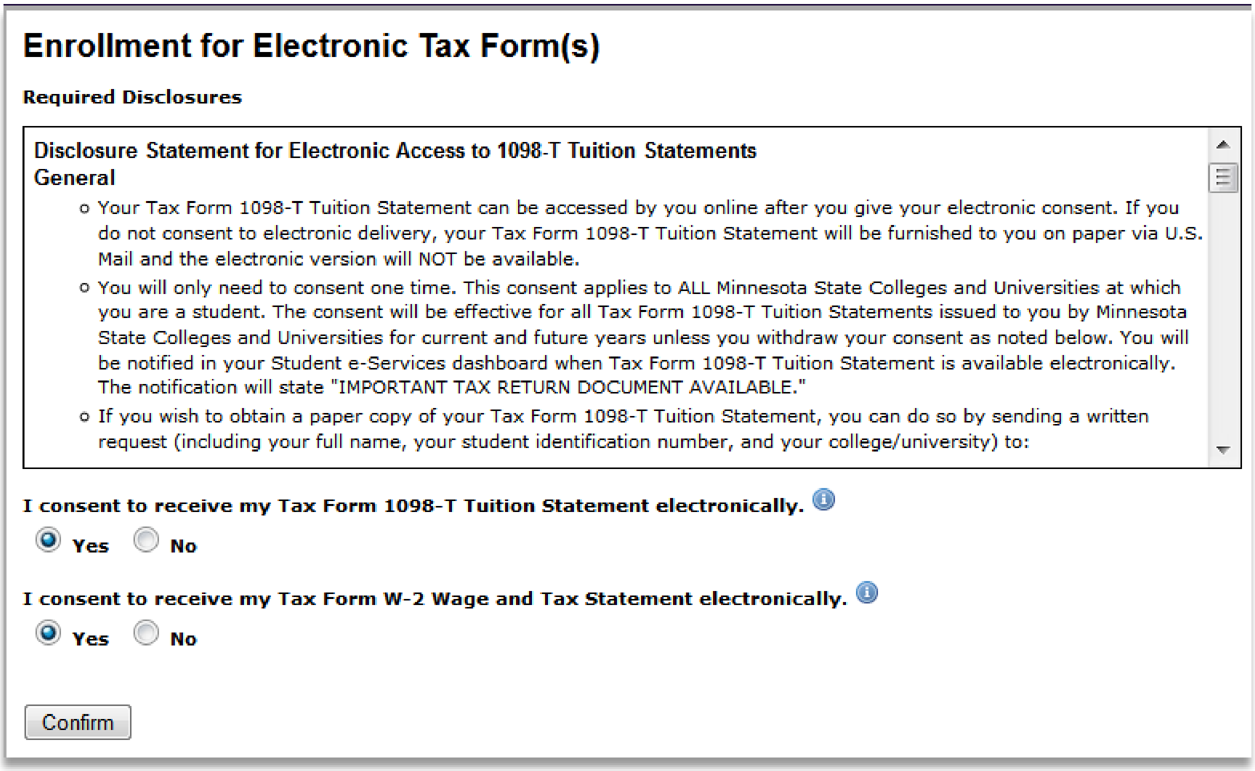
Select W-2 Tax Form



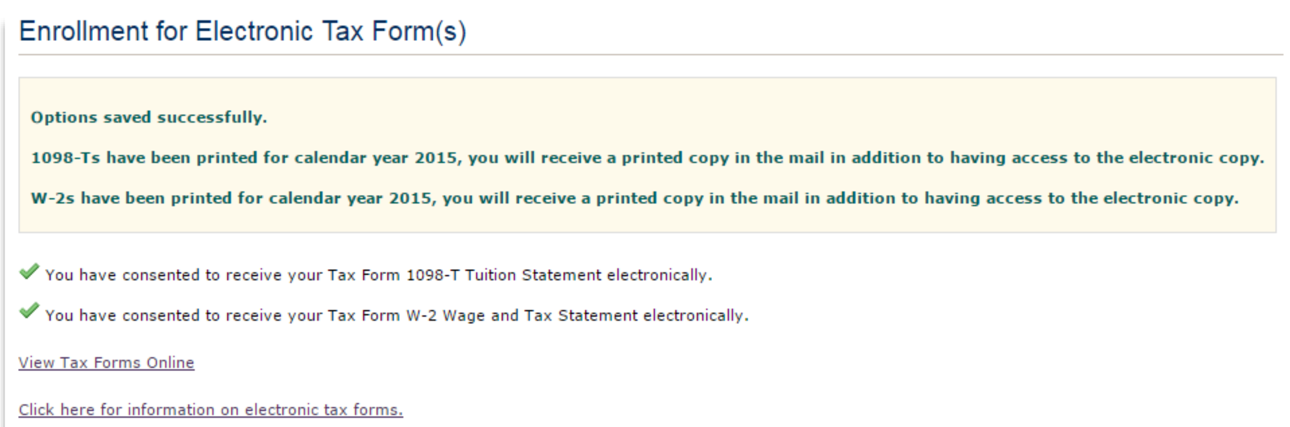
Then Enrollment for Electronic Tax Form(s)



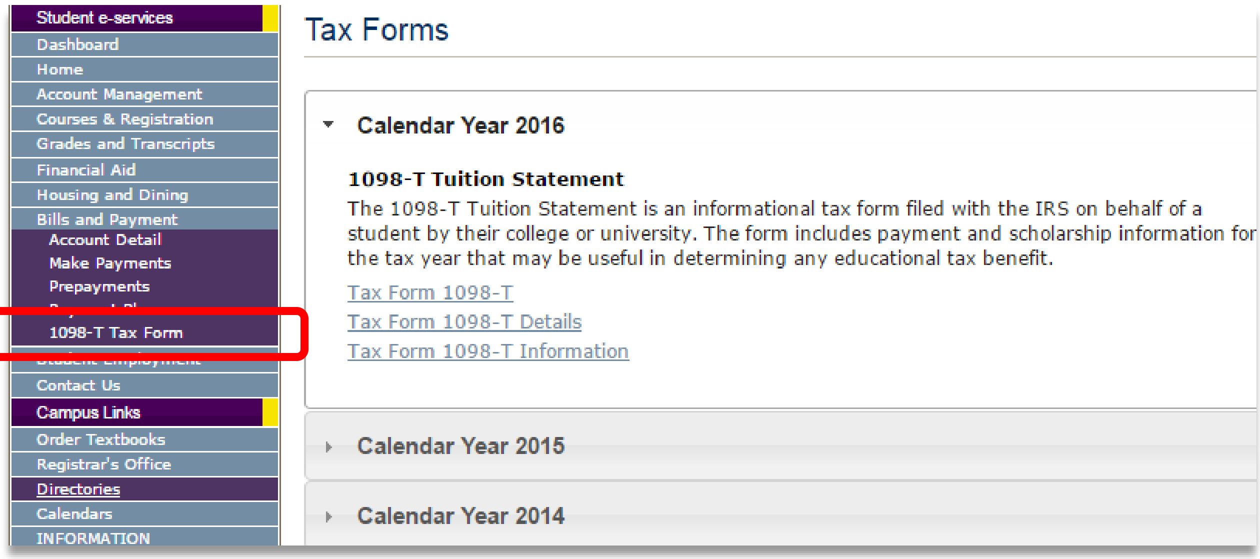
Select and [Confirm]



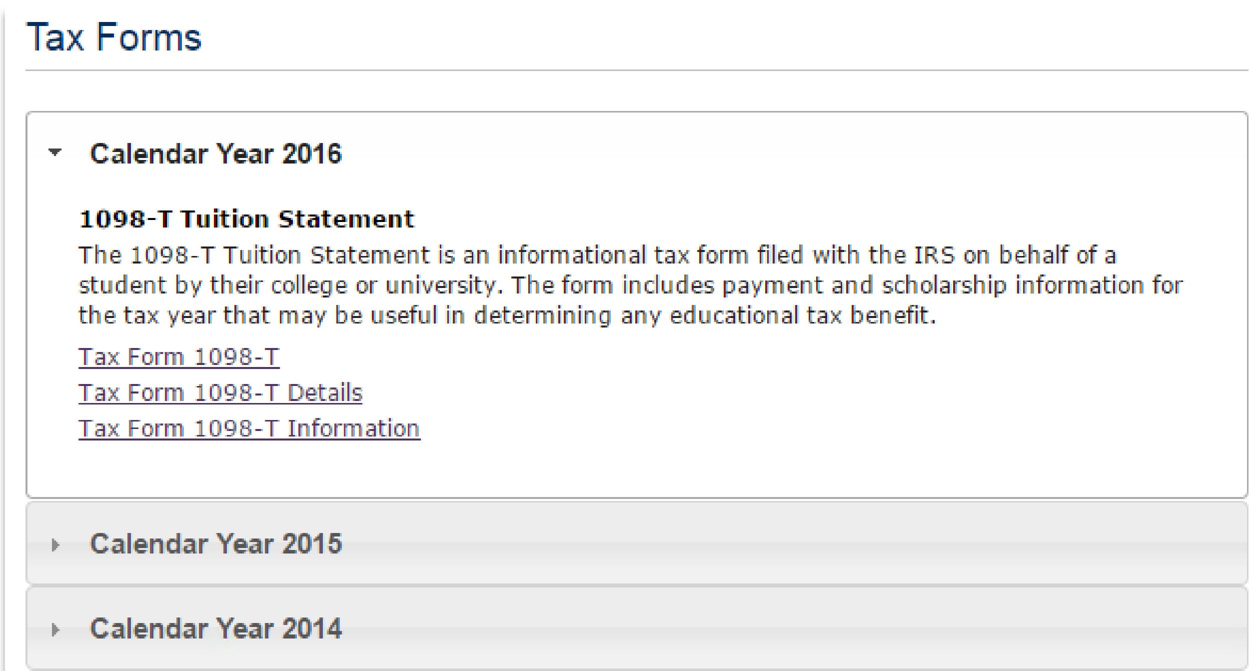
Enrollment completed



Select View Tax Forms Online to view the forms or from the Student eServices Dashboard under Bills and Payment select 1098-T Tax Form



1098-T Tuition Statement



Tax Form 1098-T

Minnesota State Colleges & Universities
30 7th Street East, Suite 350
St. Paul, MN 55101
Filer's Federal Identification Number: 41-1687554
DV-Minnesota State University, Mankato
507-389-1866

OMB No. 1545-1574

CORRECTED (if checked)

2016 Form **1098-T**

Tuition Statement

Copy B for Student

Student's Name & Address
BEATRIS FLORENCE BARNUM
22640 ANY STREET USA #91226
MANKATO MN 56001

Student's SSN
***-**-9740

7 Checked if the amount in Box 1 includes amounts for an academic period beginning January - March 2017		8 Check if at least half-time student	X
		9 Checked if a graduate student	

1 Payments received for qualified tuition & related expenses	4 Adjustments to tuition & related expenses for a prior year	5 Scholarships or grants	6 Adjustments to scholarships or grants for a prior year
$ 1665.00	$ 0.00	$ 916.00	$ 0.00

This is important tax information and is being furnished to the Internal Revenue Service
(keep for your records)

Instructions for Student:
You, or the person who can claim you as a dependent, may be able to claim an education credit on Form 1040 or Form 1040A. This statement has been furnished to you by an eligible educational institution in which you are enrolled, or by an insurer who makes reimbursements or refunds of qualified tuition and related expenses to you. This statement may help you claim an education credit. To see if you qualify for a credit, and for help in calculating the amount of your credit, see Pub. 970, Form 8863, and the Form 1040 or 1040A instructions. Your institution must include its name, address, and information contact telephone number on this statement. It may also include contact information for a service provider. Although the filer or the service provider may be able to answer certain questions about the statement, do not contact the filer or the service provider for explanations of the requirements for (and how to figure) any education credit that you may claim. Student's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your SSN, ITIN, ATIN, or EIN. However, the issuer has reported your complete TIN to the IRS. Caution: If your TIN is not shown in this box, your school was not able to provide it. Contact your school if you have questions. Account number. May show an account or other unique number the filer assigned to distinguish your account. Box 1. Shows the total payments received in 2016 from any source for qualified tuition and related expenses less any reimbursements or refunds made during 2016 that relate to those payments received during 2016. Caution: Education credits may only be claimed for qualified tuition and related expenses that were actually paid in 2016. Institutions may report either payments received during the calendar year in box 1 or the amounts billed during the calendar year in box 2, and they may change their reporting method as reported in box 3. The amount shown in box 1 or box 2 may represent an amount other than the amount actually paid in 2016. Box 4. Shows any adjustment made for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit that you claimed for the prior year (may result in an increase in tax liability for the year of the refund). See "recapture" in the index to Pub. 970 to report a reduction in your education credit or tuition and fees deduction. Box 5. Shows the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of the education credit you claim for the year. TIP: You may be able to increase the combined value of an education credit and certain educational assistance (including Pell Grants) if the student includes some or all of the educational assistance in income in the year it is received. For details, see Pub. 970. Box 6. Shows adjustments to scholarships or grants for a prior year. This amount may affect the amount of any allowable tuition and fees deduction or education credit that you claimed for the prior year. You may have to file an amended income tax return (Form 1040X) for the prior year. Box 7. Shows whether the amount in box 1 or 2 includes amounts for an academic period beginning January-March 2017. See Pub. 970 for how to report these amounts. Box 8. Shows whether you are considered to be carrying at least one-half the normal full-time workload for your course of study at the reporting institution. Box 9. Shows whether you are considered to be enrolled in a program leading to a graduate degree, graduate-level certificate, or other recognized graduate-level educational credential. Future developments. For the latest information about developments related to Form 1098-T and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1098t. Please Note: Students who attended more than one Minnesota State college or university will receive a single 1098-T Tuition Statement combining all reportable transactions.

Tax Form 1098-T Details

2016 Tax Form 1098-T Tuition Statement Details

BEATRIS F BARNUM
DV-Minnesota State University, Mankato - ID 11007763

1 Payments Received for qualified tuition and related expenses	4 Adjustments to tuition and related expenses for a prior year	5 Scholarships or Grants	6 Adjustments to Scholarships or Grants for a prior year
1,665.00	0.00	916.00	0.00

College/ University	Year Term	Credits	Description	Payment	Payment Adjust Amount	Schol/ Grant Amount	Schol/ Grant Adjust Amount
DV-Minnesota State University, Mankato	Spring 2016	12.00					
			MSUSA Fee	6.49			
			Student Fees	108.00			
			Minnesota State Grant			916.00	
			MN State College Faculty Tuition Waiver	-1,901.62			
			MN Resident Undergrad Tuition	3,452.29			
			SUBTOTAL	1,665.16		916.00	
Total 1098-T Reportable				1,665.16		916.00	

Tax Form 1098-T Information

Student Tax Information: 1098-T Tuition Statements

1098-T Tuition Statements are issued in January. Students may consent through their Student eServices account to receive their 1098-T Tuition Statements **electronically** rather than by U.S. mail. Reprints of 1098-T Tuition Statements can be obtained by contacting your college campus directly or by consenting to electronic delivery.

In addition to 1098-T Tuition Statements, the 1098-T Tuition Statement Detail report is also available with electronic consent or through your campus 1098-T contact. The 1098-T Tuition Statement Detail report describes by campus and by term the amounts reported in each box of the student's 1098-T Tuition Statement.

1098-T Resources and Information

- IRS Publication 970 - Tax Benefits for Education
- 1098-T Tuition Statement Frequently Asked Questions
- 1098-T MnSCU Object Codes - Qualified Tuition & Fees
- IRS Tax Benefits for Education Information Center
- IRS: Parents & Students - College Tax Benefits information

W-2 Wage and Tax Statement

W-2 Wage and Tax Statement

The W-2 Wage and Tax Statement is used to report a student employee's annual wages and the amount of taxes withheld. The W-2 form may be required when filing your income tax return.

Tax Form W-2

Tax Form W-2 Instructions

Tax Form W-2

	a Employee's social security number	OMB No. 1545-0008	Safe, accurate, FAST! Use IRS e-file. Visit the IRS website at www.irs.gov/efile
b Employer identification number (EIN) 41-1687554		1 Wages, tips, other compensation 10287.00	2 Federal income tax withheld 591.40
c Employer's name, address, and ZIP code MINNESOTA STATE COLLEGES & UNIVERSITIES DV-MINNESOTA STATE UNIVERSITY, MANKATO 236 WIGLEY ADMIN CENTER MANKATO MN 56001		3 Social security wages	4 Social security tax withheld
		5 Medicare wages and tips	6 Medicare tax withheld
		7 Social security tips	8 Allocated tips
d Control number		9 Verification code	10 Dependent care benefits
e Employee's first name and initial Last name Suff. LUCIENNE F NUDELMAN 46570 ANY STREET USA #72465 MANKATO MN 56001		11 Nonqualified plans	12a See instructions for box 12 Code
		13 Statutory employee / Retirement plan / Third-party sick pay	12b Code
		14 Other Benefits included in Box 1 3424.50	12c Code
f Employee's address and ZIP code			12d Code

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
MN	1746999	10287.00	316.60			

Form **W-2** **Wage and Tax Statement** 2017

Department of the Treasury—Internal Revenue Service

This copy can be used as:
Copy B To be filed with the Employee's FEDERAL Tax Return
Copy C for EMPLOYEE'S RECORDS. (See Notice to Employee)
Copy 2 To be filed with the Employee's State, City or Local Tax Return

Department of the Treasury--
Internal Revenue Service
This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Notice to Employee

Do you have to file? Refer to the Form 1040 instructions to determine if you are required to file a tax return. Even if you don't have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2017 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You can't take the EIC if your investment income is more than the specified amount for 2017 or if income is earned for services provided while you were an inmate at a penal institution. For 2017 income limits and more information, visit *www.irs.gov/eitc*. Also see Pub. 596, Earned Income Credit. **Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.**

Clergy and religious workers. If you aren't subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but aren't the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 1-800-772-1213. You also may visit the SSA at *www.SSA.gov*.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. **The amount reported with code DD is not taxable.**

Credit for excess taxes. If you had more than one employer in 2017 and more than $7,886.40 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than $4,630.50 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Pub. 505, Tax Withholding and Estimated Tax.

(Also see *Instructions for Employee* on the back of Copy C.)

Select Click here for information on electronic tax forms.

Electronic Tax Forms

Great news - you can now consent to receive your Minnesota State Colleges and Universities tax forms electronically!
Instead of receiving a paper form by United States mail, the forms will be made available in PDF format in your Student eService account. Signing up for this student service is easy. Log into your Student eServices account, if you are eligible to receive a 1098-T Tuition Statement and/or Student Payroll W-2 Wage and Tax Statement, you will see a message in the Action Item area on your dashboard. Simply click on the message to consent to receive the tax form electronically. When the 1098-T Tuition Statements and/or Student Payroll W-2 Wage and Tax Statements are available electronically, in January of each year, you will receive notice in your Action Item area and by email with the following subject line: IMPORTANT TAX RETURN DOCUMENT AVAILABLE.

To check on whether you have consented to electronic delivery, click on My Profile in the upper right hand corner of your Student eServices dashboard and then click on the Opt In/Opt Out link.

Other Resources
Visit the Student Tax Information page at: **http://www.finance.mnscu.edu/taxinformation/student/index.html** to find links to IRS education related tax information and for information on Minnesota State Colleges & Universities 1098-T Tuition Statement reporting.

For more information on the W-2 Wage and Tax Statement and income tax returns, please visit the Internal Revenue Service web site at **www.irs.gov** and/or consult your tax advisor.

Electronic Tax Form Disclosure Language

Electronic 1098-T Tuition Statement Disclosure
Electronic W-2 Wage & Tax Statement Disclosures

Foreign (Nonresident Alien) Student Workers and Form 1042-S
At this time the Internal Revenue Service (IRS) does not allow the electronic delivery of 1042-S Foreign Person's U.S. Source Income Subject to Withholding forms.
If you are a foreign student that claimed a tax treaty benefit exempting all or a portion of your Student Payroll wages from Federal and state income tax withholding, you will receive a paper 1042-S Foreign Person's U.S. Source Income Subject to Withholding form in the mail. Please contact your campus Student Payroll office for reprints of current and prior year 1042-S forms.

For more information about foreign students and U.S. taxes, please visit the IRS Foreign Student and Scholar web page at:
http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars

Another important tax resource is the IRS Publication 519, U.S. Tax Guide for Aliens that can be found by entering the phrase "Pub 519" into the search engine on the IRS website at **www.irs.gov**.

If you have questions or comments please e-mail us at **tax@so.mnscu.edu** or refer to the staff directory link at the top of this page for additional contact information.

Student Employee Wage Notice

When a Student Employee Wage Notice is available for review and acknowledgement, an action item will display on the dashboard of Student e-Services. The action item serves as a link to the Wage Notices page within Student Employment.

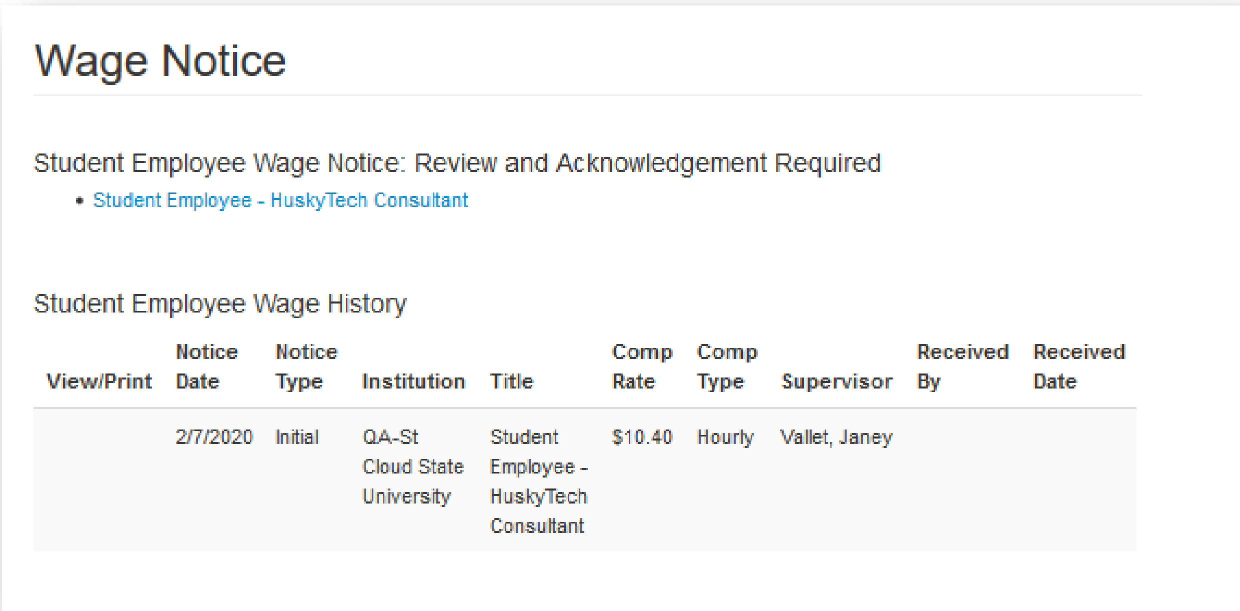
My Dashboard
Welcome to Minnesota State Colleges & Universities eServices.

Action Items
IMPORTANT STUDENT EMPLOYEE WAGE NOTICE AVAILABLE: REVIEW AND ACKNOWLEDGEMENT REQUIRED
Please enter, verify or update your permanent address.

The Wage Notice page includes links to all available Student Employee Wage Notices which require review and acknowledgement by the student employee. Student employees can select notices by position title, for all institutions for which they may be employed.

The [Student Employee Wage Notice template]() includes statements applicable to all student employees regarding paid leave time, employment status, payroll schedule and deductions. Data elements unique to the student and their position, such as rate of pay, are sourced from the Work Authorization record.

The page also includes a summary of Student Employee Wage Notices for the employee in the Student Employee Wage History section. From this section, students can view the details of all initial and change notices, and view/print any previously acknowledged initial Student Employee Wage Notices.


Wage Notice

Student Employee Wage Notice: Review and Acknowledgement Required

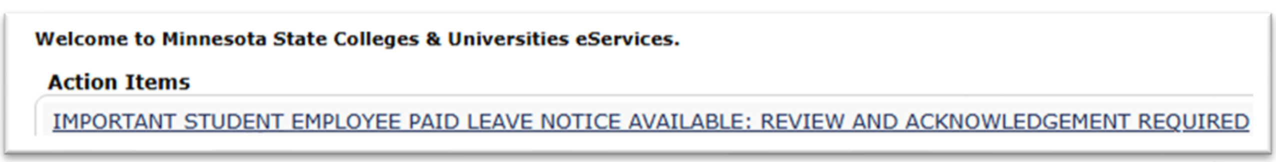
- Student Employee - HuskyTech Consultant

Student Employee Wage History

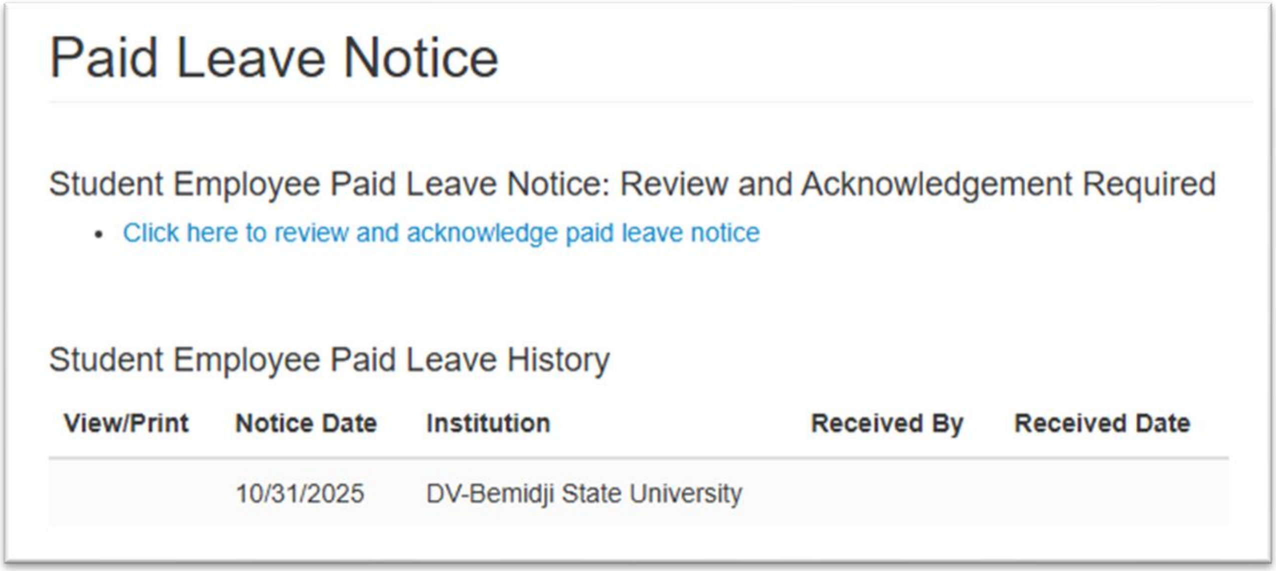
View/Print	Notice Date	Notice Type	Institution	Title	Comp Rate	Comp Type	Supervisor	Received By	Received Date
	2/7/2020	Initial	QA-St Cloud State University	Student Employee - HuskyTech Consultant	$10.40	Hourly	Vallet, Janey		

Student Paid Leave Notice

When a Student Paid Leave Notice is available for review and acknowledgement, an action item will display on the dashboard of Student e-Services. The action item serves as a link to the Paid Leave Notice page within Student Employment.



The Paid Leave Notice page includes a link to the notice which requires review and acknowledgement by the student employee.



Paid Leave Notice

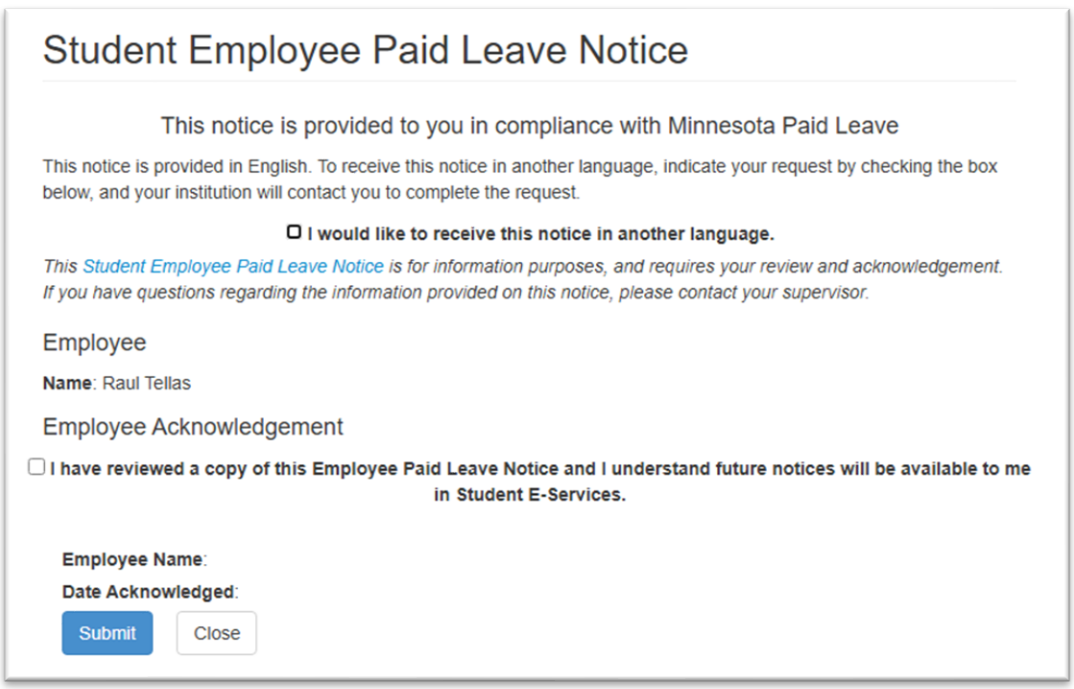
Student Employee Paid Leave Notice: Review and Acknowledgement Required

- Click here to review and acknowledge paid leave notice

Student Employee Paid Leave History

View/Print	Notice Date	Institution	Received By	Received Date
	10/31/2025	DV-Bemidji State University		

The following screen appears when they "Click here to review and acknowledge paid leave notice" and allows them to view the actual notice and check the box/submit that they have reviewed



Student Employee Paid Leave Notice

This notice is provided to you in compliance with Minnesota Paid Leave

This notice is provided in English. To receive this notice in another language, indicate your request by checking the box below, and your institution will contact you to complete the request.

☐ **I would like to receive this notice in another language.**

This Student Employee Paid Leave Notice is for information purposes, and requires your review and acknowledgement. If you have questions regarding the information provided on this notice, please contact your supervisor.

Employee

Name: Raul Tellas

Employee Acknowledgement

☐ **I have reviewed a copy of this Employee Paid Leave Notice and I understand future notices will be available to me in Student E-Services.**

Employee Name:

Date Acknowledged:

Submit Close

Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal: https://servicedesk.minnstate.edu