

# Guidelines for Student Payments: Payroll vs. Accounts Payable

When to use Payroll	When to use Accounts Payable
<p><b>Characteristics include:</b></p> <ul style="list-style-type: none"> <li>- Majority of work takes place on-campus</li> <li>- Immediate (day to day) work direction provided by Mac employee</li> <li>- No direct educational benefit</li> <li>- Macalester is immediate beneficiary of work completed</li> <li>- FLSA guidance related to specific types of work</li> <li>- Attached to federal work-study program</li> </ul>	<p><b>Characteristics include:</b></p> <ul style="list-style-type: none"> <li>- Majority of work takes place off site</li> <li>- Immediate (day to day) work direction provided by non-Mac employee</li> <li>- Direct educational benefit</li> <li>- Macalester is not the immediate beneficiary of work completed</li> <li>- FLSA guidance related to specific types of work</li> </ul>
<p><b>Employment Status:</b></p> <ul style="list-style-type: none"> <li>- Could be considered either an “Employee” or “Non-Employee”</li> <li>- Income taxes withheld from payments</li> </ul>	<p><b>Employment Status:</b></p> <ul style="list-style-type: none"> <li>- Considered “Non-employee”</li> <li>- Income taxes <b>not</b> withheld from payments</li> </ul>
<p><b>Payment Process &amp; Frequency:</b></p> <ul style="list-style-type: none"> <li>- Time worked recorded on timecard</li> <li>- Paid bi-weekly with Macalester payroll process with taxes taken out</li> </ul>	<p><b>Payment Process &amp; Frequency:</b></p> <ul style="list-style-type: none"> <li>- Paid as a stipend without tax withholding via the AP Check Request Form*</li> </ul> <p><b>*A maximum of three stipend check requests per student are allowed each semester/summer. Appropriately completed and authorized check requests received by 4:00 each Thursday are processed in the next regular check run - typically on Friday of the <u>following</u> week. Direct Deposit Payment strongly recommended.</b></p>
<p><b>Identified Opportunities:</b></p> <ul style="list-style-type: none"> <li>- Student Employment Jobs</li> <li>- Macalester Summer Research Position</li> <li>- RA’s</li> <li>- Academic Year Bonner Scholars</li> </ul>	<p><b>Identified Opportunities:</b></p> <ul style="list-style-type: none"> <li>- Summer Bonner Scholars</li> <li>- Taylor Foundation</li> <li>- Chuck Green Fellows</li> <li>- Internship Programs</li> <li>- Entrepreneurship Programs</li> <li>- Beckman Scholars</li> <li>- Mellon Grants</li> </ul>
<p><b>Required Pre-Employment Paperwork:</b></p> <ul style="list-style-type: none"> <li>- W-4</li> <li>- I-9</li> </ul>	<p><b>Required Pre-Payment Paperwork:</b></p> <ul style="list-style-type: none"> <li>- Accounts Payable Check Request Form</li> </ul>
<p><b>Year End Tax Documents:</b></p> <ul style="list-style-type: none"> <li>- W-2 Tax form</li> </ul>	<p><b>Year End Tax Documents:</b></p> <ul style="list-style-type: none"> <li>- 1099 Tax form</li> <li>- 1042 Tax form (International Student)</li> </ul>
<p><b>Resources:</b></p> <p style="text-align: center;">Student Employment Coordinator – ext. 6835 or Director, Employment Services – ext. 6268            Manager, Payroll &amp; Taxes – ext. 6436 or Manager, Purchasing &amp; A/P – ext. 6551            Accounts Payable Specialist – ext. 6565</p>	