**Student Research Stipends - HR/Payroll Paperwork Process**

**( Research Internships, Grants and Research Assistants)**

Student who is already in the payroll system (i.e. is a student worker, had a research assistant stipend before, is a GA) is required to provide the original copy of the stipend contract to the ORSP department.

If the student is **not** in the payroll system, the following documents need to be submitted in addition to the research stipend contract- these documents should be sent to the appropriate office – NOT to ORSP. See below:

**Payroll:**

● Original signed stipend contract

● Original State W-4 form

● Original Federal W-4 form

● Direct Deposit form

● Voided check or direct deposit information from bank

**Human Resources:**

● Original Student Authorization to Hire form

● Original Student Application

● Original I-9 Form

● Original I-9 acceptable documents to verify work eligibility

● Copy of Social Security Card

● Copy of signed stipend contract

● Copy of State W-4 form

● Copy of Federal W-4 form

<https://www.kean.edu/media/student-new-hire-documents-0>

**Office of Research and Sponsored Programs**

● Original Research Stipend Form (Fill out the top section)

● PI section and Dean section must be completed and signed before submitting to ORSP

\*Timeline to submit these documents is within 10 business days, starting from the time the email is sent.

