REUNIONS 2019 PAYROLL CONTRACT
The Class of _________ / _________ Reunion would like to contract with the University Treasurer’s Office for student salary and payroll bonus services.

The following payroll guidelines must be followed to participate in the University’s payroll process:

• Provided the Class has completed the student crew payroll roster and submitted it with payment in full, by May 1 for the base salary and June 10 for the bonus. The Treasurer’s Office will prepare the salary payroll and bonus payroll checks for dispersal to all members of your reunion student crew. Each crew member must have the necessary I-9 payroll form (employment eligibility verification) on file with the Student Employment Office.

• The Treasurer’s Office will handle deduction of applicable taxes, preparation of W-2 statements and Workers’ Compensation insurance for your students listed on the payroll form.

• A student crew payroll roster (form provided by the Office of Alumni Affairs), completed by your student crew manager, was due by March 1 to the Alumni Affairs office. Please keep a copy for your records and use in the two pay steps that follow.

A check, payable to Princeton University, for the full base salary payroll amount by May 1 must be submitted with the final student crew payroll roster to the Office of Alumni Affairs (Princeton University, P.O. Box 291 Princeton, NJ 08542-0291)

• Base salary checks will be issued 6/12/19. The payroll form must include:
  ▪ Completed base salary amount for each crew member (see student crew payroll guidelines)
  ▪ Authorized class volunteer (Reunion Chair or Treasurer) signature and date

• A check, payable to Princeton University, for the full bonus amount by June 10 must be submitted with the final student crew payroll roster to the Office of Alumni Affairs. Bonus checks will be issued 6/26/19. The payroll form must include the following information:
  ▪ Completed bonus amount for each crew member
  ▪ Authorized class volunteer (Reunion Chair or Treasurer) signature and date

• Late payments will result in delayed payments to your crew.

Signature _______________________________ Date __________

Print Name _______________________________________

Please complete and return this contract by April 15, 2019 to the Office of Alumni Affairs
Fax: 609-258-1281 or collins@princeton.edu