

STUDENT EMPLOYMENT AUTHORIZATION FORM

Hiring Priority Must be Given to Federal Work Study Recipients

Instructions: This form is required to be completed by the hiring supervisor prior to employing student workers in his/her department during the academic year. Please use a position title with its' assigned hourly pay rate from the list of student worker positions approved for your department. If this is a new position, you will need to submit the new position description to the Financial Aid Office for approval and wage assignment.

STUDENTS ARE NOT ELIGIBLE TO WORK UNTIL THEIR PAYROLL FORMS ARE COMPLETED.

As required by law, the Form I-9 and federal tax withholding form W-4 must be completed by ALL students on or before their first day of work. Students should contact Human Resources immediately about the status of their forms.

Please complete the information below and send to the Office of Human Resources. Once approved, Human Resources will send you a copy of the approved form.

Student's Name: _____ Student ID#: _____

Student Eligible for Federal Work Study? _____

Job Title: _____ Hourly Rate: _____

Dept. Name: _____

PS Account # _____ PS Fund# _____ PS Dept # _____ PS Program# _____

of Hours per Week: _____ Start Date: _____ End Date: _____

Supervisor Name: _____
Please Print

Supervisor Signature: _____
Date

To be completed by Human Resources:

This action request is approved.

HR Representative Date

Payroll: I-9 _____ W-4 _____ Hourly Pay Rate _____