



FEDERAL WORK-STUDY REQUEST FORM

Obtain signatures for exceptions (wage & summer hours) prior to submitting form to Student Payroll Office.

Please complete this form in entirety and return to Student Payroll Office.
Students cannot begin working without approval from Student Payroll Office.

Date of Request: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_

Budget Account Number: 3-51000-1215-5-13200

Name of Employee
Male\_\_\_\_ Female\_\_\_\_

Student ID Number

Date of birth

Job Title

Title Code

\_\_\_\_\_/hour
\*Compensation

Pay rate exception: \$\_\_\_\_\_/hour

Summer hour exception: \_\_\_\_\_hours per week

EXECUTIVE VP FOR ADMINISTRATION AND FINANCE MUST AUTHORIZE ALL PAY RATE AND HOURLY EXCEPTIONS

Signature of EXEC VP \_\_\_\_\_

Employment Status:

- New
Rehire

Hours: 24 hours weekly maximum during fall and spring semesters (unless pre-authorized by Executive VP of Administration and Finance) W/C Code: 8869

Authorized Department Signature (Director)

Student Work Coordinator

Date