



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: 430-35001-2115-51501

Name of Employee Student ID Number Date of birth
Male Female
Job Title Title Code 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