



Student Work Authorization Form
 Fall 2019: 8/16/2019 to 12/15/2019
 Spring 2020: 12/16/2019 thru 4/30/2020

_____ NEW HIRE _____ RE-HIRE _____ RATE CHANGE _____ TERMINATION DATE

Start Date: _____ (The start date listed must match the start date that is provided on the I-9 form.)

SECTION I: Student Employee Information

Student Last Name	Student First Name	UCA ID #	Current Graduate Assistant?	International Student?

SECTION II: Hiring Department Information

Department	Supervisor Name		Building/Room #		Department Phone #
Index	Fund	Organization	Account	Program	Payroll Account Code

(√)	Funds Must Exist in Departmental Budget (If more than \$15 per hour, you must attach memo with VP approval)	Wage /Hr	Hrs/ Wk	Fall 19	Spring 20
				8/16/19 to 12/15/19	12/16/19 to 4/30/20
	650100 Institutional Work Study Funds				
	650200 Federal Work Study Funds				
	650205 Community Service Federal Work Study Funds				
	650900 Grant Funds (Grant Office must sign below)				

SECTION III: Required Signatures and Reminders

- Grant Funded Work Study Requires Grant Office signature
- International Student Employees require International Programs signature for eligibility, approval and confirming the student has met all INS requirements to maintain F-1 status & either has or will obtain a social security card.
- A student **MAY NOT** work more than 1,500 hours in the 12 month period July 1 to June 30
- Students **MAY NOT** begin working until Supervisor receives Student Employment Authorization from HR

****Please note that the 20 hour rule (while enrolled) for International Students is still in place. This is a federal law and not complying could result in the student losing their visa status.**

Authorizations	Supervisor Name/Signature	Date
Student Supervisor		
Grant Office Representative		
International Programs Representative		
Other UCA Campus Employment Dept Name : _____		

*****Send completed form and original documents to Office of Student Financial Aid*****

For Office Use Only Authorized for <input type="checkbox"/> FWS <input type="checkbox"/> CFWS <input type="checkbox"/> IWS <input type="checkbox"/> Grant \$ _____ HR: _____ FA _____
