



# Student Work Authorization Form

Fall 2020: 08/16/2020 -12/15/2020

Spring 2021: 12/16/2020 - 4/30/2021

\_\_\_ New Hire Start Date \_\_\_\_\_

\_\_\_ Termination Date: \_\_\_\_\_

\_\_\_ Re-Hire Start Date \_\_\_\_\_

\_\_\_ Rate Change Date: \_\_\_\_\_

(The New Hire start date listed must be on or after the start date that is provided on the I-9 form page 2.)

## SECTION I: Student Employee Information

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

## SECTION II: Hiring Department Information

Department	Time Sheet Approver Name		Building/Room #	Department Phone #	
Index	Fund	Organization	Account	Program	Payroll Account Code (If unknown contact HR)
-----	-----	-----	-----	-----	-----

(√)	Funds Must Exist in Departmental Budget <i>(If more than \$15 per hour, you must attach memo with VP approval)</i>	Wage Per Hour	Hours Per Week	Fall 20 8/15/20 to 12/15/20	Spring 21 12/16/20 to 4/30/21
	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)				

### \*\* Critical REMINDERS

- A student **MAY NOT** work more than 1,500 hours in the 12 month period July 1 to June 30
- International Students may not work more than 20 hours in one week while enrolled.
  - This is a federal law and noncompliance may result in the student losing their visa status.
- Students **MAY NOT** begin working until the Supervisor receives a Student Employment Authorization email from Human Resources.
  - List all people who should be included in the Authorization email on line below:

Email: \_\_\_\_\_ Email: \_\_\_\_\_ Email: \_\_\_\_\_



# Student Work Authorization For

Fall 2020: 08/16/2020 -12/15/2020  
Spring 2021: 12/16/2020 - 4/30/2021

### SECTION III: Signatures

- Grant funded student employees requires signatures from the Grant office.
- International student employees requires signatures from the International Programs (IP) office.
  - IP will check eligibility, approval and confirm the student has met all INS requirements to maintain F-1 status and either has or will obtain a social security card.

Student Last Name	Student First Name	UCA ID #

Authorizations	Supervisor Name/Signature	Date
Student Supervisor		
Grant Office Representative [for Grant Funded positions]		
International Programs Representative [for International Students]		
Other UCA Campus Employment Dept Name : _____		

### Section IV: Routing

- If hiring 650100 route to Human Resources
- If hiring 650900 route to Grants Office
- If hiring 650200/650205 route to Student Financial Aid

<p><b>Financial Aid: 650200/650205</b></p> <ul style="list-style-type: none"> <li>• <b>Initial Approval</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> FWS   <input type="checkbox"/> CFWS   Award Amount: \$ _____</li> </ul> </li> <li>Processed Date: _____   Approved by: _____</li>   <li>• <b>Transfer to 650100 Start Date (if applicable):</b> <ul style="list-style-type: none"> <li>Fall Start Date: _____   End Date: _____   Spring Start Date: _____   End Date: _____</li> <li>Processed Date: _____   Approved by: _____</li> </ul> </li>   <li>• <b>Transfer to 650205 Start Date (if applicable):</b> <ul style="list-style-type: none"> <li>Fall Start Date: _____   End Date: _____   Spring Start Date: _____   End Date: _____</li> <li>Processed Date: _____   Approved by: _____</li> </ul> </li> </ul>
<p><b>Grants Office: 650900</b></p> <p>Award Amount: \$ _____   Approved by: _____   Processed Date: _____</p>
<p><b>Human Resources Only</b></p> <p>Authorized for Employment                      Approved by: _____   Processed Date: _____</p>