

Shawnee State University

Authorization to Hire or Change Notice

Student Employment, Federal Work Study & Workshop

Name: _____ ID# _____ SS# _____
Last First MI

Hiring Department: _____ Campus Location: _____

Supervisor: _____ Ext: _____

Wage Rate (see chart below) _____ Hire/Eff Date: _____

Account #(s) _____ %
_____ %

Status:

- New Employee Employee Change
- Transfer
From _____ To _____
- Change Wage Rate
From _____ To _____
- Continuing student

Supervisor/Budget Authority Signature: _____ Date: _____

Student employee - Supervisor: Send student, with this form, to the Office of Career Services (2nd floor, University Center) before they start working. Eligibility for student employment must first be established.

Eligibility Stamp Here

Student: Take this form to Human Resources to complete employment paperwork before starting work.

SE Coordinator Signature: _____ Date approved: _____

Federal Work Study - As of this date, the above-named student is eligible to receive the following award(s):
FWS Award Summer \$ _____ Fall \$ _____ Winter \$ _____ Spring \$ _____

FWS Coordinator Signature: _____ Date approved: _____

Employing Department Use Only

If the student is interviewed for the above position, please complete this section.

Was the applicant hired? Yes No Supervisor comments: _____

Supervisor: Send student, with this form, to the Financial Aid Office (2nd floor, University Center) before they start working. Eligibility for federal work-study must first be authorized. **This authorization is not final until this form is completed and submitted to the Office of Financial Aid.**

Supervisor Signature: _____ Date: _____

Students: My signature below indicates that I have read, understand, and will comply with the conditions of my award agreement. Take this form to Human Resources to complete employment paperwork before starting work.

Student Signature: _____ Date: _____

Workshop

Workshop Award Fall \$ _____ Winter \$ _____ Spring \$ _____

Coordinator Signature: _____ Date approved: _____

Effective July 1, 2003, the approved Student worker wage rates are:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
\$5.15	\$5.50	\$5.85	\$6.15

(refer to the Guidelines for Student Employment, Section 7.0 for new hire and returning rate information)