



Institute of Technology

West Virginia University

2017-2018 Student Employment Work Authorization

Student Name: _____ WVUID#: _____

Job Title: _____

Student section:

☐ I agree I have read the back of this document and understand the requirements and as an employee I will not work more than 20 hours per week while enrolled in classes, unless I have special permission by Human Resource and Financial Aid.

Signature: _____ Date: _____

Hiring Department to complete the following:

Department Name: _____ Phone Number: _____

The average amount of hours per week: _____ Hourly Rate of Pay: _____

Name of Supervisor: _____

Please select the appropriate fund(s) for the student to be paid:

☐ WVU Tech Federal Work Study Fund Number 11481495

Full GL Funding String: _____
Campus DA Fund Line Item Function Project

☐ Departmental Full GL Funding String:

_____ Campus DA Fund Line Item Function Project

☐ Poeta Account Number: _____

Account Director's Signature: _____ Date _____

Financial Aid to complete the following:

Federal or State funding (circle one) Total \$ Award: Fall _____ Spr _____ Hrs Enrolled _____ F / S

If this is a community service position? Yes No Authorized by: _____ Date: _____

Human Resources to complete the following:

MAP Human Resources Org: _____ Start to work date: _____

Student Worker a New Hire? (circle one): Yes No New Hire package completion date: _____

HR Authorized to work signature: _____ Date _____

If student worker is a new hire, original identification documents as well as direct deposit information are required.

The original form must be returned to the Human Resource Office for approval and
Student must take this Employment Authorization form to hiring department after HR processing
Copies to: Student, Business Office, & Financial Aid
Equal Opportunity/Affirmative Action Institution



Student Employment

Supervisors should make every effort to utilize federal work-study funds first and foremost prior to utilizing state funds due to reductions in state funded support

Student Employment program is to provide students with an opportunity to meet educational expenses through employment. The Federal Work Study program is funded by the US Department of Education and WVU Institute of Technology. It was established by the US Congress under the Economic Act of 1964.

Here is what you, the student, can gain out of this program:

- the ability to learn new skills
- a chance to develop new insights and understanding about the workplace
- the opportunity to build interpersonal relationships
- establish references for a future job application or resume

The Financial Aid Office will be responsible for:

- Awarding the Federal Work Study (FWS) dollar amount (not applicable for state funded)
- Posting the job openings
- Check enrollment hours for work study students

The student will be responsible for:

- Accepting or declining the FWS award on their STAR account at www.star.wvu.edu (not applicable for state funds)
- Providing proper paper work and identification documents to Human Resource Office (HR) if new hire
- Setting up the work schedule with employer
- Notifying their employer if they are going to be absent from work

The employer will be responsible for:

- Requesting a FWS with the "Student Worker Request" through the Financial Aid Office.
- Completing the Employer section of the Student Employment Work Authorization
- Setting up a work schedule with the student(s) you are employing
- Letting the student work the hours or average hours that both the student and you have agreed
- Not letting the student start to work until you have received approval
- Student does not work over the student's allotted Federal Work Study award
- Not hiring a relative to work as a student worker
- To pay 100% of state student workers earnings
- Providing the correct *account numbers to pay the students workers

The Human Resource Office will be responsible for:

- Collecting the original identification documents and direct deposit information from the student for payroll purpose
- Authorized to work signature
- Giving the student 2 copies of the SEWA, sending a copy to the Financial Aid

The Business Office will be responsible for:

- Ensuring that the form is complete with the appropriate GL string designating whether the student will be paid from federal or state funding
- Ensuring that there is sufficient funding in the departmental budget to cover these payroll expenditures.
- Reconciling payroll to ensure that students do not exceed the 20 hour per week maximum.

Please consult with your department head on the appropriate accounting string to be used.