

STUDENT EMPLOYMENT AUTHORIZATION

••• This does not confirm the student's eligibility or funding. •••

Please be aware that this position offer is contingent upon a successful background check.

Student should NOT start work prior to completion of I-9 and W-4 forms.

Funding Source (mark one):

- Federal only (if the student did **not apply** for a Pell Grant, there's no Federal funding)
- Federal first, then Institutional funding if Federal is not available
(this may delay the student's starting date while Federal paperwork is processed)
- Institutional only
- Grant/Other (specify) _____

Supervisor Section:

Student's Legal Name _____ CC# _____

Student's E-mail _____

Position Title _____ School/Dept _____

Supervisor _____ Office _____ Extension # _____

Dates of Employment: Begin _____ End _____

Hours per week Student needed: _____ (19 hrs/wk is the maximum during the school year
or 40 hrs/wk during the summer when not attending school.)

Position Pay Rate: \$8.00/hr

We agree to follow the Casper College Student Hiring policies.

The student cannot be related to anyone in a supervisory position within this department.

- Dean's/Director's Signature _____ Date _____
(for designated Federally funded positions)
- Supervisor's Signature _____ Date _____
- Second Supervisor's Signature _____ Date _____
(also authorized to sign time card)
- Student's Signature _____ Date _____

Enrollment Services: W/S Award \$ _____ hrs/FA _____ hrs/SP _____ hrs/wk

Enrollment Services' Signature _____ Date _____

Payroll: LOC Code _____ Date Rcvd _____ TC _____ WC _____

W-4 _____

Accounting: Budget Code/Account # _____

Human Resources: Background Check Sent _____ Background Check Received _____

I-9 _____ W-4 _____ Authorized Start Date _____

Please return completed form to Human Resources, Gateway 4th Floor, 307-268-2727.