

STUDENT EMPLOYMENT AUTHORIZATION

••• This does not confirm the student's eligibility or funding. •••
Student CAN 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: **\$10.00/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 approve time)
- Student's Signature _____ Date _____

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

Enrollment Services:

W/S Award \$ _____ hrs/FA _____ hrs/SP _____ hrs/wk

Enrollment Services' Signature _____

Accounting: Budget Code/Account # _____

For Human Resources ONLY:

| | | | |
|-------------------|----------------|-------------------------|----------------|
| I-9 Form | ____/____/____ | Reviewed Pay Dates: | ____/____/____ |
| W-4 Form: | ____/____/____ | Entered in spreadsheet: | ____/____/____ |
| Address Verified: | ____/____/____ | Scanned: | ____/____/____ |
| Everify: | ____/____/____ | Notified Supervisor: | ____/____/____ |
| Start Date: | ____/____/____ | | |

Background check complete (for designated areas only) _____

*Notify HR Dir, IT and Payroll if new student employee or new position. _____