

# 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) \_\_\_\_\_

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## 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**

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### 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 4<sup>th</sup> Floor, 307-268-2727.**

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## Enrollment Services:

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

Enrollment Services' Signature \_\_\_\_\_

Accounting: Budget Code/Account # \_\_\_\_\_

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## 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. \_\_\_\_\_