



WORK STUDY APPLICATION

(July 1, 2017 – June 30, 2018)

Student Name: _____ WIN: _____

**PLEASE COMPLETE THE FOLLOWING SECTIONS IN ORDER
EMPLOYMENT CANNOT BEGIN UNTIL ALL PAPERWORK IS APPROVED.**

STEP 1: TO BE COMPLETED BY THE APPROVING DEPARTMENT SUPERVISOR

Dept: _____ Federal ORG Code: 902 Institutional ORG Code: _____

Position Code: Federal Work Study C _____ Position Code: Institutional Work Study W _____

Hourly rate: (Select and initial) \$7.50 \$8.00 \$8.50 \$10.00

Requested Start Date _____ End Date _____

Dept. Supervisor (print) _____ Signature _____ Date _____

Time Trak Supervisor (print) _____ Signature _____ Date _____

STEP 2: TO BE COMPLETED BY THE STUDENT

I understand that:

- I MUST complete all other employment paperwork PRIOR to the start of work.
- The maximum work hours per week during the school term is 20 hours and work cannot occur during class time. Maximum work hours per week during the summer term (05/13/18 – 06/30/18) is 30 hours.
- My earnings cannot exceed my Work Study award.
- My award for Federal Work Study may be adjusted to reflect estimated earnings.
- A student is permitted to work a **maximum of 2 jobs per term.**

Student Signature _____ Phone _____ Date _____

STEP 3: TAKE TO HUMAN RESOURCES FOR VERIFICATION OF THESE DOCUMENTS IF YOU HAVE NOT WORKED AT WILKES UNIVERSITY IN THE LAST 13 MONTHS OR IF YOUR INFORMATION HAS CHANGED

____ I-9 Form (with 2 forms of original ID)
 ____ W-4 Tax Form
 ____ Direct Deposit Form
 ____ Local Earned Income Tax Residency Certification

____ Student Workers' Compensation "Notice of Rights and Duties"
 ____ Acknowledgment of University Policies

Signature: Human Resources Representative _____ Date _____

RETURN TO THE HUMAN RESOURCES OFFICE WHEN ALL SECTIONS ARE COMPLETE

NBAJOBS _____ Payroll _____ Student/Supervisor _____ Hours Per Year _____ FOAP _____