

STUDENT EMPLOYMENT AUTHORIZATION FORM

☐ ACADEMIC YEAR ☐ SUMMER

STARTING: _____ ENDING: _____

Student Employment Eligibility: Must be enrolled in a degree program and must be enrolled at least half time (at least 6 undergraduate credits or at least 3 graduate credits)

(NOTE) All Items following a red bar must be filled in or else the form is considered incomplete.

<input type="checkbox"/> NEW AUTHORIZATION				<input type="checkbox"/> UPDATE EXISTING JOB			
(If student has not worked in the past 12 months, a new I-9 is required)							
FORM DATA		Prepared By		Date __ / __ / __		Phone #	
STUDENT INFORMATION							
Prefix		First Name (Legal)		Middle I		Last Name (Legal)	
						Suffix	
Date of Birth __ / __ / __		Check Address		Have you worked for the University in the last 12 months? <input type="checkbox"/> Yes or <input type="checkbox"/> No		Are you a University of Maine at Augusta student? <input type="checkbox"/> Yes <input type="checkbox"/> No → Name of School: _____	
JOB, DEPT. & EARNINGS DIST. INFORMATION							
<input type="checkbox"/> A.Y. 20__		Effective Date __ / __ / 20__		Job Title		Job Code _____	
<input type="checkbox"/> SUMMER 20__						Dept. Code _____	
						Dept. Location	
						Hourly Rate \$ ____ . ____	
Supervisor Name				Supervisor Empl. ID _____		Supervisor Pos. # _____	
						Department 10-digit Accounting ID _____	
Dept. _____		Acct. 53300		Program _____		Project _____	
						Class __	
						Fund __	
						Oper. __	
FINANCIAL AID / STUDENT EMPLOYMENT INFORMATION							
Position is				FWS Academic Year (Fall-Spring)		FWS Summer	
<input type="checkbox"/> Dept. Funded				<input type="checkbox"/> FED WK STD <input type="checkbox"/> FWS CS ON		<input type="checkbox"/> FWS SUM <input type="checkbox"/> FWS CS SUM	
<input type="checkbox"/> Federal Work Study →				<input type="checkbox"/> FWS OFF <input type="checkbox"/> FWS CS OFF		<input type="checkbox"/> FWS SUM OFF <input type="checkbox"/> FWS CS SUM OFF	
<input type="checkbox"/> FWS AM RDS							
Credit Hours		FICA exempt? <input type="checkbox"/> Y <input type="checkbox"/> N		Work Study Amount		Work Study	
						Start Date __ / __ / 20__	
						End Date __ / __ / 20__	
SIGNATURES							
Any University of Maine System staff or faculty that manages student employment agrees to abide by all UMS student employment regulations. By signing below you agree to ensure that the student employee listed below has completed all required paperwork (including the Federal I-9 form if required) and that the student will not be scheduled to work during their academic courses.							
Time Approver				Date		Print/Type Name	
Supervisor				Date		Print/Type Name	
Student Employment/Financial Services				Date		Print/Type Name	
I, the student, have read and agree with all payroll requirements, student employment eligibility requirements, the job title, and wage rate as listed above. I agree to complete all of the required student employment paperwork and trainings, and to provide my supervisor with a copy of my academic class schedule.							
Student				Date		Print/Type Name	

Return Completed form ([HERE](#)).

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IMPORTANT INFORMATION FOR EMPLOYERS & STUDENTS

Completed Form 1-9, W-4 and W-4ME and Direct Deposit are required for all students who have not worked for the University in the past **12 months**. Time should be submitted via MaineStreet Timesheet DAILY in increments of quarter hours. Bi-weekly pay checks will be sent to Student Employment located in Wingate Hall.

Statement of Understanding: The student and supervisor must sign and attach this statement to the Work Authorization Form.

Student: _____

Student ID: _____

AS A STUDENT EMPLOYEE, I UNDERSTAND THAT:

- I will be paid only for actual hours worked. I will not be paid for the following: lunch breaks, merit raises, fringe benefits, sick time, jury duty, vacation time, holidays (unless I actually work) or school closings, etc.
- Misrepresenting hours worked is considered fraud and is grounds for dismissal, suspension, referral to the campus Student Conduct Officer and referral to the US Department of Education Inspector General's Office for federal prosecution which may include imprisonment and/or fine.
- I must enter the start time and end time each day I work. Failure to do so may result in my paycheck being late.
- Emergency loans are not available for late time submissions.
- I and my supervisor are responsible for monitoring my earnings.
- I must stop working immediately if my enrollment drops below 6 credits.
- I will contact the Financial Aid Office if I have any questions about Federal Work Study regulations and Payroll if I have any questions about entering time or receiving a paycheck.
- If I stop attending classes, I must stop working immediately.
- I will ensure that my Direct Deposit has been set up in a timely manner as this is a requirement of employment within the University of Maine System.

Supervisor: _____

Supervisor ID: _____

AS A STUDENT SUPERVISOR, I UNDERSTAND THAT:

- This position must be approved by the campus Financial Aid Office prior to hiring this student. Time paid for work performed before this form is approved may be billed to my department and the student's paycheck may be delayed.
- Students are paid only for actual hours worked. Student employees are not paid for the following: lunch breaks, merit raises, fringe benefits, sick time, jury duty, vacation time, holidays (unless the student actually works), school closings, etc.
- Misrepresenting hours worked is considered fraud and is grounds for the student's dismissal, suspension, referral to the campus Student Conduct Officer and referral to the US Department of Education Inspector General's Office for federal prosecution which may include imprisonment and/or fine.
- Time will be entered by the student daily and approved by the supervisor by end of business on Monday. Failure to meet payroll deadlines means the student will be paid late violating related regulations. (Payroll schedules and procedures are available at: www.maine.edu/payroll or from Payroll at payroll@maine.edu or 581-9104.)
- Students will not receive emergency loans to cover the late submission of time cards.
- I have established procedures for another regular University employee to supervise and authorize time for my student employee(s) in the event that I am unable to do so. This procedure has been explained to the student.
- The student and supervisor are responsible for monitoring the student's earnings. The department will be billed for earnings that exceed the student's Work-Study allocation. Work-study allocations may change for a variety of reasons. The campus Financial Aid Office will notify the student and employer if their allocation changes.
- Work-study students must stop working immediately if they cease to maintain enrollment of at least 6 credits in any semester. Department funded student employees must maintain enrollment of 3 credits or stop work immediately.