

Federal Work Study
 Phone: 621-3455
 Fax: 621-3384
 E-Mail: umafa@maine.edu

Department Funded
 Phone: 621-3105 or 621-3402
 Fax: 621-3405

UMA STUDENT EMPLOYMENT AUTHORIZATION FORM
 46 University Drive, Augusta, ME 04330-9410

STUDENT INFORMATION

(PLEASE PRINT)

MAINE STREET ID #: _____

NAME: _____ BIRTHDATE _____

ARE YOU A U.S. CITIZEN? ___ YES ___ NO If no, please contact the Student Employment/HR Office at 621-3182 GENDER _____

HAVE YOU WORKED FOR THE UNIVERSITY IN THE LAST 12 MONTHS ___ YES ___ NO
 If no, Federal law requires you to complete an I-9 before your first day of employment. **WHEN YOU DROP BELOW HALF TIME YOU MUST STOP WORKING IMMEDIATELY**

ARE YOU A UNIVERSITY OF MAINE AT AUGUSTA STUDENT? ___ YES ___ NO

 Student Signature Date

SUPERVISOR INFORMATION

(PLEASE PRINT)

UMA DEPT. _____ OFF CAMPUS EMPLOYER _____

MAXIMUM EARNINGS \$

DEPARTMENT NAME _____

SUPERVISOR NAME _____ TELEPHONE # _____

AUTHORIZATION FOR: ___ NEW HIRE ___ RE-HIRE ___ CHANGE **REQUESTED** START DATE FOR THIS JOB _____

REASON FOR THE CHANGE: ___ ACCOUNT # ___ PROMOTION ___ JOB TITLE ___ OTHER _____

JOB TITLE _____ POSITION CODE _____ RECORD # _____
See UMA Student Job Classification and Pay Scale/MUST HAVE JOB DESCRIPTION ATTACHED TO AUTHORIZATION

REQUIRED: DEPARTMENT 10 DIGIT ACCOUNTING ID: _____ WAGE \$ _____

The student named above is not officially employed until this authorization is approved by HR. All students and supervisors must abide by the guidelines in the UMA Student Employment Programs Guide. Student employees must complete an I-9 and W-4 Forms before working. Direct deposit is encouraged for all student employees. Your paycheck will be direct deposited to the bank of your choice. When classes are in session students cannot exceed 20 hours/week. During breaks and summer session students cannot exceed 40 hours/week.

 Supervisor Signature Date

OFFICE USE ONLY

Distribution Codes

___ FED WK STD	___ FWS SUM	START DATE _____	END DATE _____
___ FWS CS ON	___ FWS CS SUM	CREDIT HOURS _____ / _____	SEMESTER _____
___ FWS OFF	___ FWS SUM OFF	POSITION # _____	HOURLY WAGE _____
___ FWS CS OFF	___ FWS CS SUM OFF	FICA EXEMPT YES OR NO	
___ FWS AM RDS	___ SUMMER	_____ Authorized Staff Signature	
___ STUDENTS		_____ Date	