

Saint Olaf College
Work Authorization Form
2003-2004

Student Name: _____ Student ID Number: _____

Student Work Award Amount: _____

Please complete this form with your supervisor once student work has been secured and return it to the Financial Aid Office. It is *your* responsibility to schedule the correct number of hours so that you meet your student work award.

Job Title/Description: _____

Dept./Area: _____ Dept. Account Number: _____

Supervisor: _____ Hourly Rate(See item 8): _____

1. The student work award amount above represents the maximum amount you are authorized to earn during the academic year. Unless special arrangements are approved by the Director of Financial Aid or the Student Work Coordinator, your student work earnings are not allowed to exceed your work award.
2. Time cards must record the dates, time, and total hours worked, be signed by you and your supervisor and be in the Payroll Office by the due date. Late time cards will be processed for payment in the subsequent payroll. Incomplete time cards will be returned to your supervisor. No payment of student work earnings will be made in advance of the published pay schedule.
3. This assignment and agreement covers all examination periods, including final exams.
4. If you must be absent from work, a) notify your supervisor as far in advance as possible, and b) if required by your supervisor, arrange a substitute for your shift.
5. Students who choose to terminate their employment must give two weeks notice to both their supervisor and the Student Work Office. The college assumes no obligation to reassign students who have chosen to terminate their employment.
6. Failure to follow student employment policies may result in dismissal of your job.
7. Your work performance may be evaluated by your supervisor and written evaluations can become a part of your permanent student work file.
8. The hourly rate for first-year students and sophomores is \$7.15. If a sophomore was paid a higher rate in 2002-2003 for the same job, he/she may be paid at that same rate in 2003-2004. The hourly rate for juniors and seniors is \$7.40. If a junior or senior was paid a higher rate in 2002-2003 for the same job he/she may be paid the same rate as in 2003-2004.

My signature below certifies that I do not have court-ordered child support obligations which are required by law to be withheld from income.

I have read this Student Work Contract and the Student Work Manual and accept student employment under the terms stated.

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Federal regulations require that an I-9 form be completed prior to the first day of employment and that this Work Authorization Form be signed by your supervisor and returned to the Financial Aid Office.

Office Use:	I-9 _____	W-4 _____	FA _____	PR _____	# of Jobs _____
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YOU MUST ALSO COMPLETE THE CONFIDENTIALITY AGREEMENT ON THE REVERSE SIDE OF THIS FORM.