

Saint Olaf College
Work Authorization Form
2001-2002

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*: _____

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 Work Study Coordinator, your work study earnings are not allowed to exceed your work study 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. If you must be absent from work you must A) notify your supervisor as far in advance as possible, and B) if required by your supervisor, arrange for a substitute.
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 termination of your job. If your contract is revoked, you should not expect to be offered campus employment with a different supervisor.
7. Your work performance may be evaluated by your supervisor and written evaluations can become a part of your permanent student work file.

* If an hourly rate is not specified, you will be paid the base rate of \$7.00/hr. Your hourly rate can be \$7.25 if you worked in the same department the previous year. If you work in a position that requires supervisory skills or special skills, you may be paid up to \$7.50/hr.

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 _____
-------------	-----------	-----------	----------	----------	-----------------