

State Work-Study/Workforce - Student Work Authorization

1. Type of Action: <input type="checkbox"/> New Hire <input type="checkbox"/> Renewal Hire <input type="checkbox"/> Wage Increase <input type="checkbox"/> Separation (Eff. Date) _____							Date Completed:		
2. Campus: <input type="checkbox"/> Fort Steilacoom <input type="checkbox"/> Puyallup <input type="checkbox"/> JBLM <input type="checkbox"/> Off-Campus									
3. Student's Name: Last <small>*As it appears on the Social Security Card</small>						First		Middle	4. Pierce I.D. (#)
5. Current/Mailing Address:						6. E-mail Address			
7. City, State Zip Code				8. Phone			9. Birth Date		
10. Department or Organization Name (Off-Campus)						11. Supervisor Name			
12. Supervisor's Email						13. Supervisor Phone Number			
14. Position Title						15. Interfase Job ID#:			
16. Start/Effective Date			17. End Date (Not to Exceed 06/16/17)			18. Hours per Week (Not to Exceed 19/Week)		19. Wage	
Month	Day	Year	Month	Day	Year				
Department Budget Code		Appropriation: _____	Program Code: _____		Org Code: _____	Subject Object: AP			
WS/Workforce Account Code		Appropriation: _____	Program Code: _____		Org Code: _____	Subject Object: AP			
Signature of Supervisor						Date			
Budgetary/Alternate Signature Authority						Date			
Educational Benefits to be Derived by the Students in this Job: Briefly explain how this position enhances a student's education or how it relates to a future career track.									
Supervisors Students cannot begin working until all required hire documents have been submitted to the Human Resources Office.									
Section to be Completed by Financial Aid Office									
Check the Appropriate Funding Source									
<input type="checkbox"/> State Work-Study \$ _____ (Award Amount Per Quarter)					<i>*Supervisors will be notified in the event of a change in award eligibility and/or if student is at risk of exceeding their award eligibility.</i>				
<input type="checkbox"/> Workforce \$ _____ (Award Amount Per Quarter)									
FAO Signature: _____						Date: _____			
FAO Name: _____						Phone: _____			
Section to be Completed by Human Resources Office									
HR Signature: _____						Date: _____			

WORK AUTHORIZATION INSTRUCTIONS:

The Work Authorization needs to be completed by the hiring manager and returned to the Human Resources Office with the new/renewal hire paperwork – **PRIOR TO THE STUDENT STARTING WORK.**

1. Students may not begin working until the start of the quarter.
2. Student must remain enrolled in a minimum of 6 credits while employed as a work-study student.
3. A new Work Authorization must be submitted to report **ALL** changes to the student's employment (i.e. pay rate changes, termination, renewal hire for upcoming school year, etc).
4. Work-Study students may work a MAXIMUM of 19 hours per week during enrollment periods.
 - a. Students may work up to 40 hours per week during quarterly breaks if funds available (Please note: Students are not authorized to work during the break between Spring and Summer Quarter).
 - b. Students may not be scheduled to work during times they are scheduled to be in class.
 - c. Hours worked beyond the maximum listed above, or outside of the award policy will need to be compensated from the Departmental Budget.
 - d. In either instance, **the number of hours worked must be determined by the amount of the student's award.** To determine the number of hours your work-study student can work, divide the quarterly award by the number of weeks left in the quarter, and then divide that number by the hourly wage, (e.g., a \$1350 quarterly award divided by 10 weeks in the quarter, divided by \$9.47 per hour = 14.25 hours per week that the student may work).
 - i. It is the responsibility of the supervisor to schedule student hours to ensure quarterly awards are not exceeded.
5. The student's work-study employment must be terminated when their earnings equal the quarterly award or the department will be responsible for paying earnings that exceed the student's award.
6. Work-study awards are subject to change based on a student's aid eligibility.
7. Please submit all hire paperwork to the Human Resource Office.
8. All contracts expire on **June 16, 2017**, supervisors must submit new Work Authorizations for renewal hires.

RETURN FORM TO:

Pierce College, Human Resources Office

9401 Farwest Drive SW

Lakewood, WA 98498