

WELLESLEY COLLEGE STUDENT EMPLOYMENT OFFICE
Student Employment Authorization Form
Academic Year 2008-2009

Student Information:

Student ID # _____ Class Year: _____

Last Name: _____ First Name/MI: _____

I accept the position indicated below and have been informed of my pay rate and understand my rights and responsibilities as a student worker in this position. I also understand that I must have completed I9 and W4 forms on file before I can start working and be paid and that I should submit the hours worked at the end of each pay period.

Student Signature: _____ Date: _____

(Signature optional for students being rehired)

Job Information:

Org #: _____ Placement Code: _____ Position Code: _____

Level (A-C) _____ Pay Rate: \$ _____ Is this a rehire? Yes No

Special Instructions (*Complete **only** if this is an exception to the information used to set up the position*):

Approver Signature: _____ Date: _____

Print Name: _____ Phone: _____

Note to Approvers: Complete this form to hire a student to work during the academic year. Please note that the student must have completed her I9 Verification and W4 forms before she can start work and cannot be paid until her timesheet has been set up in Banner. Only Work-Study students can be hired during the **Priority Period** at the beginning of each semester. Return the completed SEAF to the Student Employment Office, 436 GH or fax it to x3946. The office can be contacted at x2365 or e-mail stuemp@wellesley.edu.

Student Employment Office Use:

I-9 on File: Yes
 No Dates student/supervisor contacted: _____, _____, _____

Work-Study Status: 33FWS (F)(S): \$ _____
31WWK (W): \$ _____
No work award (C)

RJASEAR: Date: _____
NBAJOBS: Date: _____
By: _____