



STUDENT EMPLOYMENT AUTHORIZATION

To be received by the HIRING DEPARTMENT (SUPERVISOR) who has time card signature authority for this student employee.

Name of Student Employee: \_\_\_\_\_

=> Has completed the following required new employee documentation as follows:

- Approval (Financial Aid Office verification) of my current Federal Work Study Eligibility Status
• Application for Employment
• Applicant Data Record
• Confidentiality of Records Form
• Direct Deposit Request Form
• Confidentiality of Records Agreement
• Holiday Schedule
• I-9 Employment Eligibility Verification
• New Hire Information Record
• Payroll Schedule
• Policy on Work Force Confidentiality
• Student Employment at SMU
• Telephone Quick Reference Sheet
• Timecard Guidelines
• W-4 Personal Withholding

=> Work Study Employment Eligibility Status:
Work Study [ ] YES [ ] No

=> is authorized to start work as follows:
[ ] New Hire Start Date:
[ ] Rehire Start Date:

Authorized by:

Campus Service Center
Hours of Operation:
Monday-Friday: 8:00am to 5:00pm
Location
3100 Telegraph Ave.
Ground Floor, Suite #1000
Contact Information
Phone: 510-869-1550
Fax: 510-869-1551

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Campus Service Center Assistant)