



HUMAN RESOURCES

# Student **Worker** Authorization Form

Please return original form to Human Resources: Jones 203 CPO24A 521 Lancaster Ave. Richmond, KY 40475 Direct inquiries to: [human.resources@eku.edu](mailto:human.resources@eku.edu) or 859-622-5094

All employment paperwork and background checks must be completed **BEFORE** a student employee is eligible to begin working. The University may be in violation of **Federal Employment Law** if these requirements are not met before the student's first day of **training or work**. Students may **NOT** work without final approval from HR.

Student Employee Information			
EKU ID#	Last Name	First Name	MI
Year:	Session:	OES Requisition #: (if applicable)	
Employment Paperwork Needed	Background Check Clear	Last Date Employed	
Action: <input type="checkbox"/> Renewal <input type="checkbox"/> Additional Assignment <input type="checkbox"/> Pay Rate Increase <input type="checkbox"/> Budget Change <input type="checkbox"/> Approver Change Hiring Official Notes: _____			
Department:		Job Title:	
Campus Mailing Address: (Bld. Name then Room Number)			
Proposed Start Date:		End Date: (if other than end of the academic year)	
Hourly Rate:		Hrs. per week:	
Banner Org. Code:		Activity Code: (if applicable)	
Web Time Approver:		Approver Position #:	
Number of hours requested to be paid from FWS funds:			
Number of hours requested to be paid from IWS funds:			
Hiring Official Name (Print):			
Hiring Official Signature:			Date:
For Human Resource Office Only			
<input type="checkbox"/> New Hire      Documents Recieved: [ ] I-9/Int. [ ] W-4 [ ] K-4 [ ] Self ID [ ] Direct Deposit			
Total Federal Work Study Award for the Academic Year:			Date Received in HR
Total Federal Work Study Award Amount Verified as of: Student Worker Position and Suffix number: _____			
Number of hours to be paid from FWS Funds (615300):			
Number of hours to be paid form IWS Funds (615200):			
<b>This student has cleared a national background check and may begin working according to the provisions above on(date):</b> _____			
Human Resource Specialist: _____			Date: _____