



CAMPUS EMPLOYMENT

Career Center | Student Center 239

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Email: campusjobs@ulm.edu | URL: ulm.edu/careercenter/campus-employment/

Summer I 2022 – Federal Work-Study Authorization Form (04 Workers ONLY)

This summer term consists of Summer I (May 31 to June 30). 22-23 FAFSA (and other requested financial aid forms) MUST BE COMPLETE before Summer I Federal Work-Study can be awarded, and the student MUST BE ENROLLED in 3 hours for this term.

Returning 04 student employees: Take this form to your supervisor, have it signed and returned to the **Career Center**.

New 04 student employees: To search for job openings, new student applicants must first visit the Campus Employment webpage at ulm.edu/careercenter/campus-employment/. To review a listing of available campus jobs, click the “On Campus (Work-Study) Job Listings” link. It is your responsibility to schedule an interview with the supervisor for that position. During the interview, you must present this form. If you are hired for the position, your new supervisor must sign this authorization form and return it to the ULM Career Center. To be paid for your work time, you must complete and return your new hire paperwork to Human Resources on the date of hire.

Supervisors: No student will be allowed to start work until his/her authorization form has been signed and submitted to the Student Employment Coordinator. Any student working without their authorization form processed by the Student Employment Coordinator will be paid from the hiring department's budget (03 funds). Be sure that the Job Title matches the job title on the Federal Work-Study Job Description & Posting Form. **If the hourly rate is more than minimum pay assigned to this position, attach a Pay-Rate Increase Justification Form.**

All work-study recipients will have at least one week to find a campus job. If you have not found employment by this time or you were unable to work during the current semester, your work-study award will be canceled.

STUDENT NAME: _____		CWID: _____	
To be completed by supervisor of Hiring Department:			
Term(s) of employment: Summer I (June 1 to June 29)			
Job Title: _____		Hourly Rate: _____	
Does this position qualify as a Community Service position? <input type="checkbox"/> Yes <input type="checkbox"/> No		Credit check required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Criminal background check required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Supervisor Signature: _____		Date: _____	
Supervisor Name (Print): _____		Phone: _____	
Department: _____		Department #: _____	

STUDENT EMPLOYMENT COORDINATOR USE ONLY			
22-23 FAFSA: <input type="checkbox"/> Yes <input type="checkbox"/> No		FWS Award: \$ _____	
Enrolled Summer I <input type="checkbox"/> Yes <input type="checkbox"/> No		Allocated Work Hours: _____	
		Initials: _____	
		Date: _____	

