



CAMPUS EMPLOYMENT

ULM Career Center | Student Center 239
700 University Avenue, Monroe, LA 71209 | Phone: (318) 342 5338
Email: campusjobs@ulm.edu | URL: ulm.edu/careercenter/campus-employment/

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

This summer term consists of Summer II (July 5th to July 27th). 22-23 FAFSA (and other requested financial aid forms) MUST BE COMPLETE before Summer II 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 II (July 5 – July 27th)

Job Title: _____ Hourly Rate: _____

Does this position qualify as a Community Service position? Yes No

Criminal background check required? Yes No Credit check required? Yes No

Supervisor Signature: _____ Date: _____

Supervisor Name (Print): _____ Phone: _____

Department: _____ Department #: _____

**STUDENT EMPLOYMENT COORDINATOR
USE ONLY**

22-23 FAFSA: Yes No

Enrolled Summer II Yes No

FWSS Award: \$ _____

Allocated Work Hours: _____

Initials: _____

Date: _____