

**Student Work Authorization Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Section** | | | |
| Student Name |  | Student ID |  |
| Street Address |  | Apartment |  |
| City |  | State & Zip |  |
| Telephone Number |  | Iona Email |  |
| Signature |  | Date |  |
| **Department Supervisor Section** | | | |
| Department Name |  | Department ID(s) |  |
| Employment Start date |  | Employment End date |  |
| Hourly Rate |  | Authorized Signature |  |
| Award | ( ) Work Study | ( ) Student Employment | ( ) Graduate Assistant |
| Change | ( ) Pay rate change | ( ) Department Transfer | ( ) Award Type |
| **Student Financial Services Section** | | | |
| Acknowledgement of Receipt of Paperwork | ( ) Confidentiality Form ( ) I-9  ( ) Direct Deposit ( ) Supporting docs  ( ) Notice of Pay | | ( ) W-4  ( ) IT-2104 |
| Hire Confirmation | ( ) Check if the student is a new hire  If no, send packet directly to HR | | |
| Signature |  | Date |  |
| **Finance Department Section** | | | |
| Acknowledgement of Receipt of Paperwork | ( ) W-4  ( ) IT-2104  ( ) Direct Deposit | | |
| Signature |  | Date |  |
| **Human Resources Department Section** | | | |
| Acknowledgement of Receipt of Paperwork | ( ) I-9  ( ) Notice of Pay | | |
| Signature |  | Date |  |
| Entered by |  | Date |  |
| Checked by |  | Date |  |