

**Student Work Authorization Form**

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| **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  |  |