

THE UNIVERSITY OF ALABAMA

Student Employment Services

Federal Work Study Program Personnel Action Form 2016-2017

Instructions: Work Study awards will be canceled on **September 9th** if the following form is not completed and returned to Student Employment Services in 106 Student Services Center. **This form must be hand-delivered by the student.** Forms **must be** obtained online through the student's myBama account. Please direct all questions to workstudy@ua.edu.

REQUIRED **REQUIRED** **REQUIRED** **REQUIRED**
Student's Last Name First Name MI CWID

Date of Birth: **REQUIRED** Ph #: **REQUIRED** Crimson Email: **REQUIRED**

Dept/Org #: **REQUIRED** Dept/Org Name: **REQUIRED**

Supervisor's Name (print): **REQUIRED**

Phone: **REQUIRED** Email Address: **REQUIRED**

Time and Attendance Approvers and Timekeepers:

Approver: CWID **REQUIRED** Name **REQUIRED** Position # **REQUIRED**

Timekeeper: CWID _____ Name _____ Position # _____

Supervisors, please read the following information carefully.

- Students are not allowed to start work until **August 22nd**. ALL paperwork must be completed and submitted to Student Employment Services prior to the first day of work.
- The last day students may work is the last day of exams.
- Students **may not** work during semester breaks, holiday breaks, or spring break.
- Students may work up to 15 hours per week.
- **Your department will be held responsible for any pay that exceeds the amount of a student's award. Award amounts should be obtained from the student's myBama account.**
- **Student award amounts are subject to change based on employment classification. Students working on campus, community service, and AR&C have different award amounts based on transportation needs.**
- I-9 Forms must be completed by the supervisor and submitted to Payroll Records, Box 870364.

Student Pay Rates

- On-campus employment - \$7.25
- Off-Campus employment - \$8.25
- America Reads & Count Tutors - \$9.25
- Focus First Vision Screening - \$8.50
- Pre-K Initiative Tutors - \$9.50
- Global Café Tutoring Program - \$8.50

Please acknowledge that you have read the information above by signing below.

REQUIRED

Supervisor Signature

REQUIRED

Date

REQUIRED

Student Signature

REQUIRED

Date