Instructions: Work Study awards will be canceled on September 8th 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 REQUIRED  Name REQUIRED  Position #:

Supervisors, please read the following information carefully.
• Students are not allowed to start work until August 28th. 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 before students can begin working. Please check with our office to verify that your I-9 has been submitted.

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

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

REQUIRED  REQUIRED
Supervisor Signature  Date
REQUIRED  REQUIRED
Student Signature  Date

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