

# THE UNIVERSITY OF ALABAMA

## Student Employment Services

## Federal Work Study Program Personnel Action Form 2018-2019

**Instructions:** Students are not allowed to start work until **August 27<sup>th</sup>**. All paperwork must be completed and submitted to Student Employment Services prior to the first day of work. **This form must be hand-delivered by the student.** Forms **must be** obtained online through the student's myBama account. Email questions regarding this form to [workstudy@ua.edu](mailto:workstudy@ua.edu).

**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.

- During fall/spring semester(s) students must be enrolled in at least 6 hours to be eligible for the Federal Work Study.
- If the student is not enrolled (during summer months only) Federal Work Study will count as a resource for financial aid purposes and can limit the amount of aid for which a student is eligible for the upcoming academic year. Also, students must be enrolled and have a FAFSA on file for the subsequent semester(s).
- Students **may not** work during semester breaks, holiday breaks, or spring breaks.
- Employee is limited to 20 hours per week (during terms of enrollment) by University Academic Policy.
- The last day students may work is the last day of exams
- Student maintains responsibility of informing Student Financial Aid of any additional resources received and ensuring continued eligibility for the Federal Work Study program.
- **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.**
- Students cannot begin their assignment until a current I-9 is on file with Human Resources. **The employing department will assume all financial responsibility for the fines incurred for allowing the student to work prior to completing their I-9.**

### 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