

THE UNIVERSITY OF ALABAMA

Student Employment Services

Federal Work Study Program Personnel Action Form 2020-2021

Instructions: Students are not allowed to start work until **August 19th**. All paperwork must be completed and submitted to Student Employment Services prior to the first day of work. **This form must be digitally signed by both the student and supervisor, and submitted via e-mail to workstudy@ua.edu.** Forms **must be** obtained online through the student's myBama account. Email questions regarding this form to workstudy@ua.edu.

REQUIRED	REQUIRED	REQUIRED	
Student's Last Name	First Name	MI	CWID
Date of Birth: <u> </u> REQUIRED	Ph #: <u> </u> REQUIRED	Crimson Email: <u> </u> REQUIRED	
Dept/Org #: <u> </u> REQUIRED	Dept/Org Name: <u> </u> REQUIRED		
Supervisor's Name (print): <u> </u> REQUIRED			
Phone: <u> </u> REQUIRED	Email Address: <u> </u> REQUIRED		
Time and Attendance Approvers and Timekeepers:			
Approver: CWID <u> </u> REQUIRED	Name <u> </u> REQUIRED	Position # <u> </u> REQUIRED	
Timekeeper: CWID <u> </u>	Name <u> </u>	Position # <u> </u>	

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

- | | | |
|---|--|---|
| <input type="radio"/> On-campus employment - \$7.25 | <input type="radio"/> Off-Campus employment - \$8.25 | <input type="radio"/> America Reads & Count Tutors - \$9.25 |
| <input type="radio"/> Focus First Vision Screening - \$8.50 | <input type="radio"/> Pre-K Initiative Tutors - \$9.50 | <input type="radio"/> 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