Supervisor Authorization Form

This form certifies that the student listed below has been hired by your department. Please have student complete hiring forms located on the website and submit to campus HR as soon as possible. No student may work until this form is submitted by the supervisor, all hiring forms have been submitted by the student, and the Criminal Background Check has been processed. The supervisor and student will be notified by email when work may commence.

Student Name ________________________________

Job Title ________________________________

Hiring Department ________________________________

Funding Code/Department Name (use dept. name if unsure) ________________________________

Supervisor responsible for time approval in HRS ________________________________

Back-up supervisor responsible for time approval in HRS ________________________________

Worked in this department previously: [ ] yes [ ] no ________________________________

Semester(s) working (choose one):

[ ] Academic Year [ ] Fall Semester Only [ ] Spring Semester Only [ ] Summer

Contract Start Date ________________________________ (first possible date to work is August 25, 2013)

Contract End Date ________________________________ (last possible date to work is May 17, 2014)

Choose one: [ ] Work Study Payroll [ ] Regular Student Payroll [ ] Lump Sum

Pay Rate (choose one):

[ ] $7.25 per hour (first year working in department)

[ ] $7.75 per hour (second year working in department)

[ ] Other amount $________ per hour

Reason for higher pay rate ________________________________

[ ] Lump sum amount $________________________

Supervisor Signature ________________________________ Date ________________________________

Updated 7/29/13