Office of Student Employment

NON-HOURLY STUDENT COMPENSATION AUTHORIZATION

___ New Award

___ Update Award *(request prev. submitted)*

Today's Date: _____

Effective Date: _____

STUDENT DATA

Student's CWID: _____   Last Name: _____   First Name: _____   MI: ___

ASSIGNMENT INFORMATION

Title: _____

Department:_____

Classification Code:_____

Payment Schedule: ___ Fall   ___ Spring   ___ Summer

CLASSIFICATION CODES
U – Undergraduate Student
G – Graduate Student
L – Law School Student
S – Seminary School Student
This form is not for use for GA positions

FUNDING SOURCE/ACCOUNT

Banner Index #	Account	Department

PAYROLL DATA (SELECT ONE)

___ Single (one time) Payment

___ Multi Payment

Total Award Amount: _____

Total Award Amount: _____   Start: _____   End: _____

Multi Payment stipends will be divided equally into the pay periods included in the Start and End dates provided

SIGNATURES

By signing this authorization form, both the student and supervisor agree that the work performed does not fit the scope of an hourly Student Employment position. Furthermore, the student will abide by the Student Employment regulations of employment verification and a maximum of 20 work hours during the academic term.

_____   _____

Student Signature   Date

_____   _____

Authorized Supervisor Name & Signature   Date

_____   _____

Grants Account Approval Signature *(required for grant funded stipends)*   Date

STUDENT EMPLOYMENT APPROVAL

___ I-9 Rcvd

___ Banner Entry

_____   _____

Student Employment Coordinator   Date

Notes: _____

A detailed explanation/description or project requirement completed by student for the above listed payment must be included. Forms received without this information will not be processed.

Reason for Payment (detailed explanation with supporting information if applicable)

_____