

# Bryant University – 2023-2024 Student Payroll Authorization

Period of Authorization August 20, 2023 through May 11, 2024

**\*\*\*\*\* ALL AUTHORIZATIONS MUST BE TYPED\*\*\*\*\***

Please use full proper first name and last name – All Information is used for payroll purposes.

<b>Payroll information – to be completed by Supervisor</b>	
Hourly Pay Rate:	<input type="text"/>
Account#:	<input type="text"/>
Dep't. Alpha Code:	<input type="text"/>

First Name:

Last Name:

Social Security Number:

Date of Birth:

Student ID#:

Home Street Address:

City:  State:  Zip Code:

Campus Box:  E-Mail Address:

Cell Phone #:  Expected Graduation Date:

Job Title:  Male/Female:  Job #:

## **The following must be hand delivered by the student to the Financial Aid Office prior to beginning work:**

Have you worked on campus before?

### **If no, then complete the following:**

- 2023/2024 Payroll Authorization
- \*I-9 Employment Eligibility Verification
- W-4 Employee's Withholding Allowance Certificate
- Direct Deposit Form Required**
- Show proper identification in order to complete I-9 Employment Eligibility Verification  
(\* See page 3 of Form I-9 for list of acceptable forms of identification)

### **If yes, then complete the following:**

- If you currently employed on-campus by any other University department(s), please indicate the name of department: \_\_\_\_\_

### **Please note the following:**

- 1.) Students must have work-study.
- 2.) Students may not work more than 20 hours per week during the academic year.
- 3.) Students may NOT be paid for breaks or lunches.
- 4.) Students are permitted to hold only one job on campus.
- 5.) **STUDENTS MAY NOT BEGIN WORK UNTIL ALL PAPERWORK IS COMPLETE & PROCESSED.**

Department Name:  Student Signature:

Division Name:

Supervisor Name:  Supervisor Signature:

Supervisor ID#:

Department Head:  Department Head Signature:

<u>Financial Aid Use Only</u>		
Work Study Eligible? _____	I-9? _____	W-4? _____