

# Bryant University – Summer 2024 Student Payroll Authorization

Period of Authorization May 12, 2024 through August 17, 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:**

- Summer 2024 Payroll Authorization
- \*I-9 Employment Eligibility Verification
- W-4 Employee's Withholding Allowance Certificates
- Direct Deposit Form
- Show proper identification in order to complete I-9 Employment Eligibility Verification

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

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

\_\_\_\_\_

(\* See page 3 of Form I-9 for list of acceptable forms of identification. Important Note: Photocopies cannot be accepted.)

**Please note the following:**

- 1.) Students do not have to have work-study to work on campus.
- 2.) Students may not work more than 40 hours per week during the Summer period.
- 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:

Work Study Eligible? \_\_\_\_\_

I-9? \_\_\_\_\_

W-4? \_\_\_\_\_

Financial Aid Use Only