



B-CU STUDENT EMPLOYMENT AUTHORIZATION FORM

Students need to complete their I-9 and W-4 (within 3 days of hire) along with the Student Employment Authorization Form.

STUDENT INFO	Student Name: _____	B-CU ID: _____
	B-CU Email: _____	SSN: _____
	Local Address: _____	Birthdate: _____
	City: _____ State: _____	Local Phone #: _____
	Perm. Address: _____	Perm. Phone #: _____
	City: _____ State: _____	Zip Code: _____
CHECK ALL THAT APPLY:		Student Acct Balance: _____
CWAP	International:	Yes No

DEPT INFO	Hiring Department: _____	Supervisor Ext: _____
	Time & Attendance _____	Supervisor Email: _____
	Supervisor Name: _____	Signature _____
	Supervisor: _____	Budget Number: _____ -6440
Check one:	Private	Univ. Funds
*Note: Your Department is Responsible for assuring sufficient Budget is Available		

WAGE	EMPLOYMENT DATES		Pay Rate: _____ (Min. Wage \$14.00)
	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
	Begin Date: _____	Budget Hours: _____	
	End Date: _____	Budget Amount: \$ _____	
Student must be on time & attendance before they can start working			

MISC INFO	WORK LOCATION:
	On Campus: _____ Building _____ Ext _____

MISC INFO	AUTHORIZATION:
	Manager Authorization: _____ Ext. _____ Date _____
	Sponsored Research Authorization (If Applicable): _____ Ext. _____ Date _____
	Business Affairs Authorization: _____ Ext. _____ Date _____
	Human Resources Authorization: _____ Ext. _____ Date _____
	Payroll Authorization: _____ Ext. _____ Date _____
Comments: _____	

The Student Authorization form is not a contract between the student and B-CU