



Student Employment Authorization Form

Students need to complete their I-9 & W-4 (within 3 days of hire) in the HR Office if they have not previously worked on campus.

Student Info

Name: _____ ID#: _____ SSN: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

Check all that apply:

☐ I have previously worked at La Sierra University

☐ I have never worked at La Sierra University (Don't forget to complete your new hire paperwork with HR within 3 days of hire)

☐ I am an F-1 Student or other visa holder

☐ I am eligible to receive Federal Work Study

The Student Employment Authorization form is not a contract between the student and La Sierra University.

Department Info

Hiring Department: _____ Supervisor Name: _____

Supervisor Phone: _____ Supervisor Email: _____

Wage Info

Start Date: _____ End Date: _____ Hourly Wage: _____

Hours per week: _____ Student Position Title: _____

Account Number: _____ - _____ - _____
FUND ORG ACCT# DEPARTMENT

Authorization

Contracts with Pay Level IV/Grades 10-15 need to be signed by the Dean/VP of Department.

Department Chair/Director Signature Date Dean/VP of Department Signature Date

Human Resources

FWS Yes No Award Amount: _____

Position: _____ FTE: _____ Appt.%: _____ Hours per day: _____ Hours per Pay Period: _____

Start Date: _____ Payroll Begin Date: _____ End Date: _____ Processed Date: _____ Processed By: _____

FWS Transfer Date: _____ Start Date: _____ End Date: _____

REG Transfer Date: _____ Start Date: _____ End Date: _____

Comments/Notes: