



HUMAN RESOURCES

Student Employment Authorization Form

Please return original form to Human Resources: Jones 203 CPO24A 521 Lancaster Ave. Richmond, KY 40475
Direct inquiries to: human.resources@eku.edu or 859-622-5094

Student Employee Information		
EKU ID#	Last Name:	First Name: MI:
Year:	Session:	OES Requisition #: (if applicable)
Action: <input type="checkbox"/> New Hire <input type="checkbox"/> Renewal <input type="checkbox"/> Add'l ASG # _____ <input type="checkbox"/> New Semester ASG <input type="checkbox"/> Revision _____ (ex. Budget, pay rate, start/end date)		
Total Federal Work Study Award for the Academic Year: (HR completes this line for new hires only)		As of:
Department:	Job Title:	
Campus Mailing Address:		
Proposed Start Date:	End Date: (if other than the end of the academic year)	
Hourly Rate:	Hrs. per week:	
Banner Org. Code:	Activity Code: (if applicable)	
Web Time Approver:	Approver Position #:	
Number of hours requested to be paid from FWS funds:		
Number of hours requested to be paid from IWS funds:		
All employment paperwork and background checks must be completed before the student employees are eligible to begin working. The University may be in violation of federal employment law if these requirements are not met before the student's first day of work. Once Human Resources has completed this form a copy will be emailed to the Hiring Official. Students may not begin working without an email approval from Human Resources.		
Hiring Official Name (Print):		
Hiring Official Signature:		Date:
For Human Resource Office Only:		
Employment Paperwork Needed: <input type="checkbox"/>	Background Check Clear: <input type="checkbox"/>	Job set up in banner: <input type="checkbox"/>
Completed or on file: <input type="checkbox"/> I-9 <input type="checkbox"/> W-4 <input type="checkbox"/> K-4 <input type="checkbox"/> Self ID <input type="checkbox"/> Direct Deposit <input type="checkbox"/> International docs Pending: <input type="checkbox"/> I-9/docs <input type="checkbox"/> W-4 <input type="checkbox"/> K-4 <input type="checkbox"/> Self ID <input type="checkbox"/> Direct Deposit <input type="checkbox"/> International docs Returned Date of pending documents: I-9/docs: _____ W-4: _____ K-4: _____ Self ID: _____ Direct Deposit: _____ International docs: _____		
Human Resource Clearance Verification:		
Number of hours to be paid from Federal Work Study funds (615300):		
Number of hours to be paid form Institutional Work Study funds (615200):		
This student has cleared a national background check and may begin working according to the provisions above on(date): _____		
Human Resource Specialist: _____		Date: _____