

Kalamazoo College

Authorization from Supervisor to HR for Payroll Processing for Student Employee 2009-10

Student's name \_\_\_\_\_ Student ID \_\_\_\_\_

Department \_\_\_\_\_ Account \_\_\_\_\_

*Refer to Student Employee Position List from Payroll Office for the following:*

Position ID \_\_\_\_\_ Position description \_\_\_\_\_

Primary Web Time Entry supervisor \_\_\_\_\_

Alternate Web Time Entry supervisor \_\_\_\_\_

*Please indicate the term(s) student is authorized to work in this position.*

Fall 2009                       Winter 2010                       Spring 2010

*Please check student employment eligibility list at*

[http://reason.kzoo.edu/ccd/services/campus\\_employment/](http://reason.kzoo.edu/ccd/services/campus_employment/).

Is student Federal Work Study eligible?                       Yes                       No

Is student approved for Institutional Campus Employment?                       Yes                       No

Is student currently employed in any other student position(s) at the College?                       Yes                       No

If student is not on the Work Study eligibility list, submit a Campus Work/Study Exemption Request to the Financial Aid Office for authorization to hire.

Financial Aid approval signature \_\_\_\_\_ or attach approval email from FA.

Has student been employed at Kalamazoo College within past three years?                       Yes                       No

**If no, student must complete W4 and I-9 forms and present original documents as required by Homeland Security to the Payroll Office before beginning work. Forms are available at <http://www.kzoo.edu/hr/payroll.htm>.**

Date student is to begin work \_\_\_\_\_ **Supervisor must verify that Web Time Entry (WTE) has been set up for the student before allowing student to begin work.**

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

HR approval \_\_\_\_\_ Date \_\_\_\_\_

FACL     ETAX     ADAP only     EDDP     RPRH  
 50135 Federal Work Study                       50100 College Employment  
 Federal W4                       State W4                       I-9                       Update I-9 on \_\_\_\_\_