

# 2011-2012 Student Work Authorization

**This form covers the fall and spring terms only. A separate form must be filed for the summer.**

## OSFP Use Only

FWS:  Yes  No  \$2500 per fiscal year (FJWORKST) FAA \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Mercer ID#: \_\_\_\_\_  
Number and Street, Apartment

DOB: \_\_\_\_\_  
City State Zip Code

Phone: \_\_\_\_\_ Marital Status: Single  Married  Gender: M  F

Country of Citizenship: \_\_\_\_\_

Are you currently employed by another department at Mercer University? No  Yes  \_\_\_\_\_  
Department

Will you maintain that position? ? No  Yes  \_\_\_\_\_  
Supervisor  
Phone

If I have any outstanding debt with Mercer University for tuition, fees, services or equipment, I agree that Mercer University may withhold all or part of my payroll check toward payment of that debt. I understand that I will be notified of any amounts withheld and credited to my account with Mercer University.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Hiring Department

(PLEASE PRINT)

Department or Office \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Supervisor's E-mail Address \_\_\_\_\_ Supervisor's Telephone No. \_\_\_\_\_

Department's Account Number: \_\_\_\_\_ - 1600  
(This account will be used to pay the student's salary).

\_\_\_ Federal Work Study: I agree to limit the student's wages to \$2500.00 per fiscal year.

\_\_\_ Regular Wage

\_\_\_ Stipend \_\_\_\_\_

Wage Rate: \$ \_\_\_\_\_ /hour Start Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Please make a copy of this form for your records before submitting to the Office of Student Financial Planning.**

(OSFP Use Only) VANTAGE  Sent to Payroll \_\_\_\_\_