



## FEDERAL WORK STUDY HIRING AUTHORIZATION 2008-09

This form is required to complete the hiring process for eligible students under the Federal Work Study Program. Departments need to complete their section and return the form to the Financial Aid Office at Brighton or DCC Financial Services in order for student eligibility to be confirmed. A job description needs to be attached by the Department Supervisor to this Hiring Authorization when it is returned to Financial Aid.

Student's Name \_\_\_\_\_ Banner ID # \_\_\_\_\_

Financial Aid Eligible Amount \$ \_\_\_\_\_

- Initial Hire for Student by any Department for 2008-09 School Year.
- Financial Aid Award Authorization Increase.
- Pay Raise Increase.
- Rehire (Student already had/has Federal Work Study job for 2008-09).
- Termination from Employment, Last Date Worked \_\_\_\_\_.

Department Name \_\_\_\_\_ Banner Org # \_\_\_\_\_ Timekeeping Location # \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_

Brighton \_\_\_ DCC \_\_\_ (Please Check One) Job Description Needs to Be Attached!

Planned Start Date \_\_\_\_\_ Planned End Date \_\_\_\_\_ Planned Average Hours Per Week \_\_\_\_\_

**Group I** Step A - \$7.15  Step B - \$7.30

**Group II** Step C - \$7.45  Step D - \$7.60

**Group III** Step E - \$7.75

### Financial Aid Office Use (after top part is completed)

Effective Date \_\_\_\_\_ Total Authorized Award \$ \_\_\_\_\_ Job Title: FWS FWSCS FWSSL

(circle one)

FWS Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Student # \_\_\_\_\_ Position I SW6001 Sequence # \_\_\_\_\_

### Human Resource Department Use

Salary Table: 1 Grade: \_\_\_\_\_ Step: \_\_\_\_\_ PEALEAV: \_\_\_\_\_

S2 \_\_\_ S29FW \_\_\_ HR Approval \_\_\_\_\_ Date \_\_\_\_\_