

2019-20 Federal Work-Study Hiring Authorization Form



Financial Aid
MONROE COMMUNITY COLLEGE

1. Student Information

Student Name		Student ID	M00
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Hiring Date		Start Date		End Date		Pay Rate	\$	Average Hours per week	
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2. Department Information

Banner Org #		Department Name		Site		Brighton Campus		ATC
						Downtown Campus		PSTF

Supervisor Name		Phone		Timekeeper Name		Phone	
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3. Financial Aid Office Use

Effective Date		Total Authorized Award	\$	Job Title:	Federal Work-Study
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FWS Coordinator		Date	
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4. Human Resource Department Use:

Salary Table:		Grade		Step	
PEALEAV		S2		S29FW	

HR Approval		Date	
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Notes:

1. This form is to be used mainly for the MCC Association positions.
2. If you have access to Banner Workflow, you do not use this form to hire students. However, you will use this form when Banner Workflow is not working properly.
3. Do not authorize your student to work until you receive confirmation from Payroll that the hiring process has been completed.
4. Please complete the Student and the Department Sections and return this form in a Word document (no PDF or Scanned) **by email to:**

Ramon L. Rodriguez rrodriguez@monroecc.edu