

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

Student Work Certification Form

COMPLETED BY HIRING DEPARTMENT

Student Full Name *(as appears on Social Security card)*: _____

Student ID: _____ - _____

FIRST	MIDDLE	LAST
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This student is approved for on-campus employment for the _____ fiscal year.

Students must be enrolled to be paid on student payroll.

Student's CampusConnect account checked for work study award on _____ (date).

COMPLETED BY FINANCIAL AID OFFICE

Work Study - 113

Federal Work Study award is calculated per student and is based on student's need and overall Financial Aid

Maximum amount student may earn per semester:

Fall	\$	
Spring	\$	
Summer	\$	

FA _____

Student Financial Aid Office

Date

COMPLETED BY HIRING DEPARTMENT

Regular Work - 213

Amount budgeted for student from department fiscal year 213 budget:

	<u>Semester Amount</u>
Fall	\$ _____
Spring	\$ _____
Summer	\$ _____

REGULAR WORK STUDENTS ARE NOT ELIGIBLE FOR SEOG FUNDS

Fiscal Year Allotment: \$ _____

COMPLETED BY HIRING DEPARTMENT

Account number to pay student from: ____ - 6 - _____ - _____ - _____

Department Name: _____

This student is returning to work in this department.

This new student employee's first day of work: _____ - _____ - _____
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Department Supervisor Signature: _____

NEW STUDENT EMPLOYEES: Bring the following items with you to HR:

- Original Social Security card *(you may apply for a replacement at local SS office: 121 S. 12th Street)*
- Document that establishes identity (Example: Driver's License, Photo ID)
- Voided check or official bank document with account and routing number of financial institution

Payroll sign up for new employees must be completed in HR before employee begins to work. The sign up will take approximately 20-25 minutes. YOU CANNOT BEGIN WORKING UNTIL PAYROLL SIGN UP IS COMPLETE

TAKE FORM TO HUMAN RESOURCES Administration Building Room 309

All required items presented and payroll sign up is complete. Student may begin working.

Human Resources Office

Date