



# Federal Work-Study Student Employment Authorization

12401 SE 230TH ST | AUBURN, WA 98092-3622 | (253) 931-6531

## STUDENT EMPLOYEE INFORMATION

NAME: \_\_\_\_\_ NICK NAME: \_\_\_\_\_  
(Family/Last Name, First Name, Middle Initial)

ADDRESS: \_\_\_\_\_ ctcLink ID: \_\_\_\_\_  
(Street Address, City, State, Zip Code)

EMAIL: \_\_\_\_\_

Have you ever been employed by GRC? ☐ YES ☐ NO If "Yes" provide, DATES

## JOB INFORMATION

JOB TITLE: \_\_\_\_\_

ANTICIPATED START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ DEP

## SUPERVISOR INFORMATION

SUPERVISOR NAME: \_\_\_\_\_

Have you completed Student Employment Training? ☐ YES ☐ NO If "Yes" pro

## STUDENT EMPLOYMENT TERMS

- ☐ A student employment position must not displace employees (including those on leave). Replacement is interpreted as displacement. Replacing a full-time employee who is on leave while a student employee is prohibited.
- ☐ Work performed by the student employee must not be sectarian related or involve religious activities.
- ☐ To participate in student employment, student must maintain at least half time enrollment and be registered for credits counting toward completion of student's program of study.
- ☐ Student employee may not work during scheduled class hours. Student may work during scheduled class session. Student may work longer hours during quarter break period, up to 40 hours per week. Student must be registered at least half-time the following quarter. Exceeding weekly hour limits will result in termination from continued employment through the Student Employment Program.
- ☐ Student employee is expected to adhere to scheduled work hours and report time. Failure to adhere to payroll due dates may be disqualified from continued employment through the Student Employment Program.
- ☐ Continued Work-Study eligibility is subject to available funds and academic program requirements.
- ☐ Student employee is required to complete Ethics and Nondiscrimination & Harassment training.

I have read and understand the terms of student employment

Student Employee Signature \_\_\_\_\_ date \_\_\_\_\_ Student Employment Specialist Signature \_\_\_\_\_ date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ date \_\_\_\_\_

## STUDENT EMPLOYMENT SECTION TO BE COMPLETED BY STUDENT EMPLOYMENT SPECIALIST

QUARTERLY ALLOCATION: SUMMER 2025 \$ \_\_\_\_\_ FALL 2025 \$ \_\_\_\_\_ WINTER 2026 \$ \_\_\_\_\_ SPRING 2026 \$ \_\_\_\_\_

FND/CHART/CMB: ☐ 860/82204/000212956 ☐ 524/22100/000213019 BS ☐ 448/02103/000213451 PS ☐ 850/82202/000213113 LT

DEPARTMENT: **99063** EXP CODE: **FWS** JOB CODE: **009000 WORK STUDY STUDENT** EMPL RECORD: \_\_\_\_\_ START DATE: \_\_\_\_\_

The FWS Employment Authorization form will be initiated by the Student Employment Specialist by supervisor request.

This form will be sent via Adobe Sign. The student will need to complete the Student Employee Information section first. After the student completes their section, the form will automatically route to the supervisor for signature.

Supervisors can fill in the anticipated start date, however the student may not begin working until all hiring forms are completed. Whether the student may actually begin working on the anticipated start date will be dependent on the completion of hiring forms. The actual start date will be agreed upon and confirmed once hiring forms are completed.

Supervisors are encouraged to keep a copy of this form for their records. This form will indicate the students quarterly work study allocations at the bottom of the form.