FEDERAL WORK STUDY INFORMATION SHEET

Complete this form only if you have been offered Federal Work Study as part of your Financial Aid package and return it to the Work Study Employment Office, 203 Mary Martin Hall, Auburn, AL, 36849. This information will assist us in making a job placement for you. Your job assignment will be mailed to your permanent address before classes begin. You will arrange a work schedule with your departmental supervisor.

Name: ___________________________________ AU User ID: __________________________

Last             First                 MI

AU Student ID Number: _______________________________ Phone: (____)____________________

AU Email: __________________________ Major: __________________ Class: __Fr__So__Jr__Sr__Gr

Have you previously been an Auburn University Work Study Employee? ___Yes___ No

If yes, do you wish to return to the same position? ___Yes___No

Are you interested in an off-campus community service position, such as reading or math tutorial assistance for children in an after-school program or working at a food bank? ___Yes___No

Do you have access to a vehicle while at AU? ___Yes___No

EMPLOYMENT HISTORY

<table>
<thead>
<tr>
<th>Employer</th>
<th>Nature of Work</th>
<th>Length of Employment</th>
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Listed below are typical on-campus areas of employment. Please number your top 3 preferences.

____Office/Clerical     ____Agriculture/Forestry     ____Science Lab  ____Computer Lab  ____Vet School
____Learning Resource Center  ____Students with Disabilities  ____Library  ____Other ______________________

Please list any skills you have gained through training or work experience, i.e. keyboarding, word processing, spreadsheet applications, computer programming, web design, customer service, child care, etc.

__________________________________________________________________________________________

If you have arranged to work in a specific area, please indicate the department: __________________________

Please go to page 2 to review your rights and responsibilities, important payroll information, and to sign.
Federal Work Study Employees have the right to:

…be paid for all hours worked. Voluntary services are not permitted. Federal Work Study wages are paid on an hourly basis.

…be paid at least the current minimum wage.

…be exempt from garnishment of Federal Work Study wages for any debt other than the cost of attendance at Auburn.

Federal Work Study Employees are responsible for:

…maintaining at least half-time enrollment to continue eligibility for financial aid including Work Study, and notifying the supervisor immediately if enrollment drops below half-time.

…arranging an agreeable work schedule with the supervisor, and notifying the supervisor in advance if the agreed upon work schedule cannot be met.

…being dependable, reliable, and courteous.

…protecting the privacy of all student and employee records to which they have access.

Payroll and Timekeeping

All tax forms and work eligibility documents must be completed in the employing department before you begin work. Be sure to bring with you the necessary documents to complete the Form I-9 when you report for your assignment.

Federal Work Study employees are paid every two weeks for actual time worked. As a part-time, temporary employee you are not eligible for paid holidays, sick leave, or vacation pay.

Work time is recorded in a timekeeping system which will be explained to you by your supervisor. The supervisor should certify by approval of the timecard each pay period that the hours reported are correct. **It is the employee’s responsibility to record time in and out each day and report any missed or incorrect punches to the supervisor.**

*I have read and understood the above guidelines.*

Signature ___________________________________________ Date ______________________________

AUBURN UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER