AU MONEY TALKS APPLICATION

Complete this application only if you have completed and received the results from the Free Application For Federal Student Aid (FAFSA). Return this application to the Work Study Employment Office, 203 Mary Martin Hall, Auburn, AL, 36849. You may fax this document to 334-844-6867 if you prefer.

Name: _____________________________ AU User ID: _____________________________

Last Name: _________________________ First Name: _________________________ MI: _______

AU Student ID Number: _____________________________ Phone: (___)______________

AU Email: ___________________________ Graduate/Undegraduate Program: _____________

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

What hours are you available to work? mornings_________________ afternoons_________________

What days of the week are you available for work? _____Mon______Tues______Wed______Thu______Fri

EMPLOYMENT HISTORY

<table>
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<tr>
<th>Employer</th>
<th>Nature of Work</th>
<th>Length of Employment</th>
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Please list any customer service skills you have gained through training or work experience:

________________________________________________________________________________________
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Please list other skills you have gained through training or work experience, i.e., receptionist duties, customer service, word processing, spreadsheet applications, computer programming, web design, or software applications:

________________________________________________________________________________________
________________________________________________________________________________________

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 the necessary documents to complete the Form I-9 with you when you first report for work.

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 an electronic timekeeping system which will be explained to you by your supervisor. The supervisor should certify by approval of the timesheet 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