



**AUBURN UNIVERSITY**  
**Work Study Employment Office**

## ***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 First MI

Social Security Number if User ID unknown: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

AU Email: \_\_\_\_\_ Graduate 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**

Employer

Nature of Work

Length of Employment

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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., word processing, spreadsheet applications, computer programming, web design, or software applications:

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*Please go to page 2 to review your rights and responsibilities, important payroll information, and to sign.*

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## **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 a photo ID, a social security card, and a certified birth certificate 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 on a timesheet which will be provided to you by your supervisor. Both the employee and the supervisor should certify by signature on the timesheet that the hours reported are correct. **It is the employee's responsibility to turn in completed timesheets to his/her supervisor each pay period.**

*I have read and understood the above guidelines.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUBURN UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**