



**AUBURN UNIVERSITY**  
Work Study Employment Office

## 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

Social Security Number if User ID unknown: \_\_\_\_\_ 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

Employer

Nature of Work

Length of Employment

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 a photo ID, a social security card, and a certified birth certificate with you 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 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**