



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. Return it to the Work Study Employment Office by upload to <https://iss.auburn.edu/findocs/> or by mail to 203 Mary Martin Hall, Auburn, AL, 36849. This information will assist us in making a job placement for you. Your job assignment will be emailed to you at your Auburn email 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 as a reading or math tutor for children in a local public school after-school program? 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 Office of Accessibility Science Lab Veterinary Medicine
Learning Resource Center Library Other (indicate location) _____

Please list any skills you have gained through training or work experience, i.e. data entry, 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 an electronic 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