Bryant University – Summer 2023 Student Payroll Authorization

Period of Authorization May 14, 2023 through August 19, 2023

******** ALL AUTHORIZATIONS MUST BE TYPED********

Payroll information – to be completed by Supervisor

Hourly Pay Rate:

Account#:

Dep't. Alpha Code:

Please use full proper first name and last name – All Information is used for payroll purposes.

First Name:

Last Name:

Social Security Number:

Date of Birth:

Student ID#:

Home Street Address:

City: State: Zip Code:

Campus Box: E-Mail Address:

Cell Phone #: Expected Graduation Date:

Job Title: Male/Female: Job #:

The following must be hand delivered by the student to the Financial Aid Office prior to beginning work:

Have you worked on campus before?

If no, then complete the following:

- ☐ Summer 2023 Payroll Authorization
- ☐ *I-9 Employment Eligibility Verification
- ☐ W-4 Employee's Withholding Allowance Certificates
- ☐ Direct Deposit Form
- ☐ Show proper identification in order to complete I-9 Employment Eligibility Verification

If yes, then complete the following:

If you currently employed on-campus by other University department(s), please indicate the name of department: _____

_____

(* See page 3 of Form I-9 for list of acceptable forms of identification. Important Note: Photocopies cannot be accepted.)

Please note the following:

1.) Students do not have to have work-study to work on campus.
2.) Students may not work more than 40 hours per week during the Summer period.
3.) Students may NOT be paid for breaks or lunches.
4.) Students are permitted to hold only one job on campus.
5.) **STUDENTS MAY NOT BEGIN WORK UNTIL ALL PAPERWORK IS COMPLETE & PROCESSED.**

Department Name: Student Signature:

Division Name:

Supervisor Name: Supervisor Signature:

Supervisor ID#:

Department Head: Department Head Signature:

Financial Aid Use Only

Work Study Eligible?_____ I-9?_____ W-4?_____