

Bryant University – 2021-2022 Student Payroll Authorization

Period of Authorization August 22, 2021 through May 14, 2022

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

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

| | |
|--|----------------------|
| Payroll information – to be completed by Supervisor | |
| Hourly Pay Rate: | <input type="text"/> |
| Account#: | <input type="text"/> |
| Dep't. Alpha Code: | <input type="text"/> |

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:

- 2021/2022 Payroll Authorization
- *I-9 Employment Eligibility Verification
- W-4 Employee's Withholding Allowance Certificate
- Direct Deposit Form
- Show proper identification in order to complete I-9 Employment Eligibility Verification
(* See page 3 of Form I-9 for list of acceptable forms of identification)

If yes, then complete the following:

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

Please note the following:

- 1.) Students must have work-study.
- 2.) Students may not work more than 20 hours per week during the academic year.
- 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:

| | | |
|-------------------------------|------------|------------|
| <u>Financial Aid Use Only</u> | | |
| Work Study Eligible? _____ | I-9? _____ | W-4? _____ |