

# Bryant University – 2022-2023 Student Payroll Authorization

Period of Authorization August 21, 2022 through May 13, 2023

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

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

<b>Payroll information – to be completed by Supervisor</b>	
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:**

- 2022/2023 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:

Work Study Eligible? \_\_\_\_\_

I-9? \_\_\_\_\_

Financial Aid Use Only

W-4? \_\_\_\_\_