

Bryant University – 2024-2025 Student Payroll Authorization

Period of Authorization August 18, 2024 through May 10, 2025

******* 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:

- 2024/2025 Payroll Authorization
- *I-9 Employment Eligibility Verification
- W-4 Employee's Withholding Allowance Certificate
- Direct Deposit Form Required**

- 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)

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.**

If yes, then complete the following:

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

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? _____