LEHIGH UNIVERSITY

Student Employment Authorization Form

ATTENTION STUDENT AND SUPERVISOR: Employment cannot commence until this form is completed and processed. The Office of Financial Aid will e-mail the supervisor confirming when the student may begin working.

STUDENTS CANNOT HOLD MORE THAN ONE ON-CAMPUS POSITION: If this Authorization Form is for an additional position for the year, please contact the Office of Financial Aid.

Questions? - Contact the Office of Financial Aid at studentemployment@lehigh.edu or 610 758 3181.

FOR COMPLETION BY STUDENT (Please print)
Name:________________________________________
Lehigh Identification Number (LIN):________________________________________________________
E-mail/User ID:________________________________________Cell Phone #:__________________________
I have read and acknowledge the Information and Privacy Statement at http://www1.lehigh.edu/financialaid/undergrad/typesofaid/studentemployment.
Student Signature:________________________________________Date:________________________

FOR COMPLETION BY SUPERVISOR (Please print)
Job Title:________________________________________Community Service (circle one): Yes or No
Department:________________________________________Level (circle one): I II III IV
Placement Code:_____________________________Payroll Location (Z Code):__________________________
Student is (circle one): New or RehireIf rehired, years in position:_____________________
Supervisor:________________________________________Date:________________________
Supervisor Telephone #:________________________Supervisor E-Mail__________________________
Banner index that can be used to fund any earnings exceeding student’s employment allotment.
Index:____________________Financial Manager Signature:____________________Date:____________________

Payroll requirements, I-9 and W-4: First time student employees that have not been paid in the past 6 months must complete the I-9 form and W-4 form. A copy of the I-9 is retained by the supervisor, with the original forwarded to the Payroll Office, along with the W-4. These forms are available at https://financeadmin.lehigh.edu/content/payroll-forms.

FOR COMPLETION BY FINANCIAL AID OFFICE
_____ FWS Account #423320
Position #899710
_____ Community Service
Account # 423323
Position # 899711
_____ WOA Account #251140
Position # 866730
_____ FWS America Reads
Account #423324
Position # 899712

Period of Employment (circle one): Academic Year or Summer Session(s)
Hourly Rate: $________Student’s Employment Allotment: $________Max Work Hours_____

Submit the completed Authorization Form to: The Office of Financial Aid at 27 Memorial Drive West or studentemployment@lehigh.edu.

Last Updated: 8/5/15