

Appalachian State University
Student Temporary Employment Authorization – HOURLY WAGE

Please submit to the Office of Student Employment for Approval

Student Name (last, first) _____ Banner ID _____ .

Permanent Address _____ *Social Security # _____ .
_____ .

Job Title _____ Dept. Time Entry

Employing Department _____ Hourly Wage \$ _____ .

Beginning date of Employment _____ Ending Date of Employment _____ .

Budget Information (FOAP Code) - all fields required

Fund _____ Org _____ Account _____ Program _____ .

Time Sheet Org _____ .

- 1) Before reporting to work, all participants must have on file a Student Employment Authorization, the NC-4 and W-4 tax forms, and an I-9 form with printed confirmation of E-verify.
- 2) You are under the immediate supervision of the person(s) in charge of your area of assignment.
- 3) Payrolls are due in the Controller's Office by the published payroll deadlines. All authorizations not properly submitted will be returned to the department.
- 4) Payroll checks will be issued to your ASU box or direct deposited on or before the 15th and on the last working day of the month. If you owe Appalachian, it is subject to be deducted from your paycheck.

The following statement must be completed for all individuals:

Statement of Selective Service Registration Compliance

___ I certify that I am registered with Selective Service

___ I certify that I am not required to be registered with selective service because

___ I am female

___ I am in the armed services on active duty (note: members of the Reserves and National Guard are not considered on active duty.)

___ I have not reached my 18th birthday

___ I was born before 1960

___ I am a permanent resident of the Trust Territory of the Pacific Islands (Palau) or Northern Mariana Islands

___ I am a nonimmigrant alien

Statement: I understand I am not covered by unemployment insurance and I have read and understood the above statements.

Student Signature _____ Date _____ .

Supervisor Name _____ .

Supervisor Signature _____ Date _____ .

Student Employment Office Approval _____ Date _____ .

Payroll Office Approval _____ Date _____ .

*Disclosure of your social security number is mandatory. Appalachian State University is authorized or required by federal law (including 26 U.S.C. 6011 and 26 U.S.C. 6051) to obtain your social security number for employment and tax purposes. The university will use your social security number to comply with federal employment tax laws and regulations.