Lincoln University
Institutional Work Aid 2005-2006
Work Authorization/Payroll Entry Form

Supervisor: _____ Department: _____

Extension: _____ Location: _____

Student's Name: _____ SSN: _____-____-_____

The aforementioned student is interested in participating in the Institutional Work Aid Program. You are under no obligation to hire the aforementioned student. However each student is allowed to interview for any posted position. **He/she is allowed to work a maximum of 20 hours per week.**

After interviewing the student, please complete bottom portion and return this form to the Office of Student Employment at 103 Lincoln Hall.

Employer:

_____ Hiring Student _____ ***Not*** Hiring Student

_____	_____	_____
Print Name	Signature	Date

Student will be employed as: _____ (list position here)

Student:

_____ Accepting Offer _____ ***Not*** Accepting Offer

_____	_____	_____
Print Name	Signature	Date

If student is being hired under Institutional Work Aid an additional form must be completed by the Supervisor. Those forms are available upon request by the Supervisor, as they are only given for those students that **will be** hired, and not potential hires.

NO STUDENT IS AUTHORIZED TO BEGIN WORKING UNTIL ALL DOCUMENTATION IS COMPLETED AND ON FILE IN THE STUDENT EMPLOYMENT OFFICE.