

STUDENT DEVELOPMENT EMPLOYMENT AUTHORIZATION/CHANGE
FORM
PROCEDURAL INSTRUCTIONS

Statement of Purpose: The Student Employment Authorization/Change Form provides the Payroll and Financial Aid Offices with information required for employment of students on campus. This form must be submitted to the Financial Aid Office **prior** to students beginning work on campus. You may retain the pink copy for your records.

Because NNU does not have a Human Resource Department, the Financial Affairs Office and the Business Office oversee policies and procedures related to the employment of all personnel. The Financial Aid Office administers policies and procedures related to Work Study.

Questions regarding completion of this form should be directed to the Payroll Office at ext. 8537. Following are line-by-line instructions for completion of this form:

- (1) The student employee must provide complete information regarding legal name, social security number, NNU student identification number, and NNU post office box number.
- (2) Payroll (time sheets, etc.) cannot be processed without completion of an I-9 form (Employment Eligibility Verification). This is a federal form proving citizenship that is required by the Immigration and Naturalization Service. This form must be completed according to very specific instructions within three working days of the date of employment. Original documents showing citizenship must be provided. Copies are unacceptable. Students can complete this form on campus at the Switchboard in the Administration building. Some examples of acceptable forms of identification are a passport, a social security card, a driver's license, or a birth certificate.
- (3) Indicate if this is a new student authorization or a change to an existing one. Examples of change authorizations would be changes of pay rate, job title, or budget number. An authorization is valid until the end of the current fiscal year. With the beginning of a new fiscal year, a new authorization is required in order to continue employment for your student.
- (4) Provide the student's date of hire or the date of the change being authorized.
- (5) Provide the name of the department in which the student is employed. A student job title may be something as generic as "Student Assistant". If a more specific title applies, it can be used. Keep in mind that student positions are typically short term and temporary in nature. A position might have lead worker type duties, but student positions are not generally supervisory or managerial.
- (6) The budget number is the source of funding that will be charged for wages paid to the student employee. If more than one budget is to be charged, list each budget number on this form. It is the department's responsibility to ensure that budgeted funds are available prior to hiring the student.
- (7) A student's rate of pay is subject to NNU institutional policy, which is posted on the NNU Intranet. The Budget Officer in your department or administrative division must approve by signature at the bottom of the form. Designate the months and the amounts to be paid to make up the semester total when authorizing semester appointments. A new authorization will need to be completed each semester.
- (8) NNU must comply with federal work study program regulations requiring job descriptions for all student positions on campus. Please list the major tasks performed by this position. This can be a summarized version of a detailed job description held in your department.