



Offices of Financial Aid & Student Employment 2021 - 2022 Federal Work-Study Authorization Form

Student Last Name Student First Name MI [] [] [] [] [] [] [] [] USF CWID

- 1. Prior to hiring a student, it is the responsibility of the supervisor to verify that the student has a Federal Work-Study award. Students may obtain verification of their award via USF's Financial Aid portal in their Self-Service Banner. The Work-Study Authorization Form must be received by the Office of Student Employment prior to the end of the first pay period the student is employed. Failure to do so will result in student wage expenses being charged to your main departmental account.
2. It is the department's responsibility to keep a record of each student's earnings and not exceed their Federal Work-Study award.
3. Student's gross authorized earnings must not exceed the amount awarded for each aid year. All wages earned beyond a student's FWS award maximum will be charged to your department.
4. Student employees are limited to an average of 25 hours per week during the fall and spring semesters. During university breaks (when classes are not in session), student employees can work a maximum of 35 hours per week if otherwise eligible.
5. Students must be enrolled full-time during the semester of employment and are not permitted to work during regularly scheduled class times. It is the responsibility of the hiring manager to obtain the student's course schedule and schedule the student's shifts outside of class time.
6. It may be necessary for the Office of Financial Aid to reduce a student's FWS earnings limit if they receive additional financial assistance.

TO BE COMPLETED BY HIRING MANAGER

Authorizations

Student Start Date: Student Job Title:

Authorized Earnings: Pay Rate: Authorized Hours
(Total Work-Study Award) (Hourly) (Total Award / Hourly Rate)

Placement (Department Name): (Please write out the Department's name, no abbreviations)

I understand this student cannot exceed the above earnings and have verified the amount via the student's award printout. I further understand that it is the department's responsibility to ensure a student does not exceed the above earnings, and the department will be responsible for payment in excess of these work-study earnings.

Signature of Hiring Manager Printed Name of Hiring Manager Date

To continue your student offer, hire, or job change, you must Upload this form into the Attachments section of your USFWorks "FWS Authorization" task.

Date Received

If you need assistance, call Student Employment at (415) 422-2809.