

STUDENT PAYROLL AUTHORIZATION FORM

Department Name _____ Department Number: 01- _____ - 60400/1/4

NAME	Job ID (found on Goucher Recruit)	HOURLY WAGE	CONFIDENTIALITY FORM SIGNED	FERPA TRAINING COMPLETE
			<input type="checkbox"/>	<input type="checkbox"/>
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Supervisor (please print)

Supervisor Signature Date

Please return this form to the Human Resources Office as soon as employees are hired. Students will not be paid until this authorization is received. **Please note, to hire a student employee you MUST have a CDO approved job and job ID.**

On-campus employment may not exceed **20 hours per week** during fall and spring semesters (RA's may not exceed 15 hours per week and are also not permitted to work any other position in which they are paid by stipend). Part-time (no more than 29 hours per week), on-campus employment is allowed only when classes are not in session during summer vacation and winter break **On-Campus Employment of International Students** - F-1 students may be employed at most on-campus jobs with a student employment authorization from Karen Sykes, International Student Advisor at x 6270.