



**Work Study Authorization Form**

STUDENT Instructions/Responsibilities – Upon receipt of this form, ensure that each department below receives and completes the form in the order indicated. It is your responsibility to ensure that it reaches the Human Resources Office, with all fields completed. **Do not begin logging hours/doing work for the hiring department until it has been completely processed.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State & Zip

RMC email: \_\_\_\_\_

I have read and understand the student employment policies and procedures posted at <http://rocky.edu/student-life/career-services/pdf/EmploymentPolicies.pdf>.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The following steps should be completed in order as listed.**

**Step 1 – To be completed by Financial Aid (Prescott Hall)**

For the \_\_\_\_\_ academic year, the above student has been awarded:

- Rocky Work Study (6110) \$ \_\_\_\_\_
- Federal Work Study (6120) \$ \_\_\_\_\_
- Rocky Non-Need Work Study (6130) \$ \_\_\_\_\_

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2A (ONLY if job is off-campus) – To be completed by Community Engagement (Bair Family)**

Employer/Business Name: \_\_\_\_\_

- Billable agency  Non-billable agency

Community Involvement Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2B – To be completed by the supervisor**

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Account Number: \_\_\_\_\_ Student Job Title: \_\_\_\_\_

RMC CareerLink Job ID: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Est. Hours/Wk: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

I have read and understand the RMC work study program supervisor information.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3 – To be completed by Human Resources (Eaton Hall)**

Vantage ID# _____	Copies
Time clock _____	<input type="checkbox"/> Financial Aid
Date _____	<input type="checkbox"/> Community Engagement
HR signature _____	