

# Appalachian State University

## Student Temporary Employment Authorization – HOURLY WAGE

Please submit completed form to the Office of Student Employment for approval. All fields are required for submission.

Student Name (last, first) \_\_\_\_\_ Banner ID \_\_\_\_\_

Permanent Address \_\_\_\_\_ AppState Email \_\_\_\_\_

(city, state, zip code) \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Wage \$ \_\_\_\_\_

Employing Department \_\_\_\_\_

Beginning date of Employment \_\_\_\_\_ Ending Date of Employment \_\_\_\_\_

### Budget Information (FOAP Code) --- all fields required

Fund \_\_\_\_\_ Org \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

Time Sheet Org \_\_\_\_\_

- 1) Before reporting to work, all participants must have on file a Student Employment Authorization, the NC-4[EZ] and W-4 tax forms, and an I-9 form with printed confirmation of E-verify with either Appalachian State's Office of Student Employment or Office of Human Resources
- 2) Student temporary employees are under the immediate supervision of the person(s) in charge of their areas of assignment
- 3) Payrolls are due in the Controller's Office by the published payroll deadlines. All authorizations not properly submitted will be returned to the department.
- 4) Payroll checks will be issued on or before the 15<sup>th</sup> and the last working day of the month. If you owe Appalachian, it is subject to be deducted from the your paycheck. All student temporary employees are required to enroll in direct deposit via "Employee" tab of AppalNet.
- 5) Your employment as a student temporary employee is "at will". That is, just as you may resign from your employment with Appalachian at any time and for any reason, Appalachian may terminate your employment at any time and for any lawful reason.
- 6) Your employment in this position is contingent upon the continued availability of funds supporting this position.

The following statement must be completed for all individuals:

#### Statement of Selective Service Registration Compliance

\_\_\_ I certify that I am registered with Selective Service

\_\_\_ I certify that I am not required to be registered with selective service because

\_\_\_ I am female

\_\_\_ I am in the armed services on active duty (note: members of the Reserves & National Guard are not considered on active duty)

\_\_\_ I have not reached my 18<sup>th</sup> birthday

\_\_\_ I was born before 1960

\_\_\_ I am a permanent resident of the Trust Territory of the Pacific Islands (Palau) or Northern Mariana Islands

\_\_\_ I am a nonimmigrant alien

Statement: I understand I am not covered by unemployment insurance and I have read and understood the above statements.

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

Supervisor Name \_\_\_\_\_ Supervisor Email \_\_\_\_\_

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

\*Disclosure of employees' social security number is mandatory. Appalachian State University is authorized or required by federal law (including 26 U.S.C. 6011 and 26 U.S.C. 6051) to obtain your social security number for employment and tax purposes. The university will use your social security number to comply with federal employment tax laws and regulations.

#### For Office of Student Employment Use Only:

EPAF

TCP

WS Overage

#### For Payroll Department Use Only: