

Appalachian State University
Student Temporary Employment Authorization – HOURLY WAGE

Please submit completed form to the Office of Student Employment for approval

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 15th 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 18th 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.

<p>For Office of Student Employment Use Only:</p> <p><input type="checkbox"/> EPAF</p> <p><input type="checkbox"/> TCP</p> <p><input type="checkbox"/> WS Overage</p>
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<p>For Payroll Department Use Only:</p>
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