HANDBOOK OF STUDENT EMPLOYMENT

For Business Administrators, Departmental Payroll Clerks, and Supervisors of Student Employees

2018-2019

A guide to employing Purdue University students from Student Employment Services in the Division of Financial Aid and the Purdue Bursar’s Office
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Example Payroll Authorization Form (PAF) in DocuSign
PURDUE UNIVERSITY STUDENT EMPLOYEES

Federal Work-Study Program

Purdue University Federal Work-Study (FWS) employees are students whose:

- Primary intent is to obtain an education
- Maximum number of hours worked should be limited to ensure academic progress is not affected
- Hourly pay is bi-weekly - No Exception (i.e., no lump sum payment for a job done)
- Eligibility for FWS does not include participation in the Purdue University staff benefits program
- Time worked over 40 hours/week should be paid as overtime
- Work eligibility does not include pay for vacation, holiday, flex-time, or sick leave
- Employment cannot include volunteer time
- Employment must not be used to displace other regular employees

Purdue University Federal Work-Study (FWS) student employees must:

- Annually file a FAFSA form
- Be enrolled for a minimum of 6 hours during the academic year and summer
- Receive a FWS award as part of their financial aid package based upon need
- Have a minimum of 70% of their wages subsidized by the federal share of FWS.
- In some cases, such as employment as a reading tutor of preschool age children, children in elementary school, or participation in a family literacy program that serves children of these ages or their families, the federal share may be as much as 100% of wages.
- Contact Student Employment at 765-494-5056 for more information on tutoring programs.

FICA Exception

In general, FICA tax applies to wages paid to an employee on account of employment. IRC Section 3121(b)(10) of the Internal Revenue Code, excepts from FICA tax service performed in the employ of a school, college, university (institution), or a section 509(a)(3) organization organized and operated exclusively for the benefit of that institution if the service is performed by a student who is enrolled and regularly attending classes at the institution.

The FICA exception applies only to an employee who has the status of a student. An employee who performs services “as an incident to and for the purpose of pursuing a course of study” at the institution for which the services are performed has the status of a student for this purpose. Section 31.3121(b) (10)-2(c).

FINDING FEDERAL WORK-STUDY OR REGULAR STUDENT EMPLOYEES

ADVERTISING

Important Information: On-campus Student Jobs NOW in SuccessFactors

On-campus student recruitment, hiring and onboarding launched in SuccessFactors on January 2, 2019. On-campus employers, including those seeking Federal Work-Study (FWS) eligible students, must use SuccessFactors. For supervisor instructions on hiring students via SuccessFactors, see purdue.edu/studentemployment/site/StudentHiring/EmployerResources.html.

Student applicants can learn how to apply for campus jobs as either an Internal or External Applicant at purdue.edu/studentemployment/site/StudentHiring/JobPostings.html.

Note: SuccessFactors will not affect job-posting procedures for off-campus employers.

To advertise off-campus positions on our website, contact:

- Student Employment Services at 765-494-5056, or
- Access the DFA website at purdue.edu/dfa/employment/index.html and submit a Student Job Posting Request Form
- Off-campus employer must fill out an Equal Opportunity Employer Assurance form. See website: purdue.edu/dfa/employment/post-job.html for more information

PAYROLL AUTHORIZATION FORM

The Payroll Authorization Form (PAF) for FWS eligible students can be for the academic year, fall only, spring only or summer award periods. Students will receive email notification directing them to print their Federal Work Study Eligibility Notice and take to their employer.

The Federal Work Study Eligibility Notice demonstrates to the prospective employer that the student has FWS eligibility for a specific period of enrollment. In some cases, that eligibility may have changed or been removed after the student receives the form. The Student Employment Office notifies the employer upon receipt of that change. Unaccepted FWS awards are cancelled after October 1 annually. It is advisable for prospective employers to contact Kathy Taylor at 494-0509 to verify a student’s FWS eligibility after that date.

Note: If you would like to verify how much FWS a student might have, you can have your student, at any time, access their FWS eligibility on the financial tab of their My Purdue account.
On Campus Supervisors

- If you are a supervisor of the potential work-study employee, please route the Federal Work-Study Eligibility notice given to you by the student to your departmental payroll clerk to initiate the Federal Work-Study workflow.

On Campus Payroll Clerk Information

- If you are the departmental payroll clerk, begin the Federal Work Study workflow by clicking this link.
- Complete your section of the PAF using the Federal Work Study eligibility notice supplied by the student. Do not forget to copy in the student's job description at the end of the PAF document. Send the PAF to the next destination by clicking on the FINISH button.

Off Campus Supervisor Information

- As an off-campus FWS employer, begin the Federal Work Study workflow by clicking this link.
- Complete your section of the PAF using the Federal Work Study eligibility notice supplied by the student. Do not forget to copy in the student's job description at the end of the PAF document. Send the PAF to Purdue's Bursar Office by clicking on the FINISH button.

The PAF displays the student:

- Name
- Purdue University identification number (PUID)
- Dates of eligibility
- Amount of eligibility (100% of the amount a student can earn)
  The maximum amount of eligibility is $2500 for undergraduates, $3000 for graduate students.
- **It remains very important to attach a Job Description when returning the PAF.** This is a federal compliance regulation.
- “Work-Study” is not an appropriate student job title
- See below for detailed instruction on filling out the PAF and the Job Description forms
ON CAMPUS PROCESSING PROCEDURES FOR THE PAF

1. Processing a Federal Work Study Eligibility Notice in DocuSign (Example page at end)
   • Complete the EMPLOYER’S SECTION by entering:
     • Job Title of the student (“Work-Study” is not an acceptable title)
     • Departments are responsible for assigning job titles to student positions.

   A job title should accomplish two things:
   • Describe primary duties and responsibilities of the position
   • Indicate the position pay level (i.e. Food Service Worker I, Secretary III, Technician V, Etc.)

2. Job Position Number

   **DEVELOP A POSITION ID**

   The position ID is used for processing the PAF. Because departments have clerical and service positions, a unique number for every department will reflect each of the two types of work the student will be doing. These position IDs only reflect the type of work a student is doing, not the level.

3. Hourly Rate of Pay

   **DETERMINING RATE OF PAY**

   The pay rate of a Purdue University FWS student position falls into a range specified for the level of the position. There are four (4) pay ranges for each of the four student levels provided by Human Resources. Employers can determine the appropriate pay level based on the type of work performed, education, or experience requirements, and the amount of responsibility and supervision required. The initial hiring rate for new employees should be the minimum for that level, unless the employee has had previous experience or training. Remember that the pay rate cannot exceed the maximum rate indicated on the pay scale for the pay level of the position.

   Student compensation information is available on the student employment site at:
   [purdue.edu/studentemployment/site/Policies/Compensation.html](purdue.edu/studentemployment/site/Policies/Compensation.html)

   The formula to calculate the average number of hours per week that a student can work to earn the greatest amount of their work-study award is; **AWARD** divided by **HOURLY RATE** divided by **NUMBER OF WEEKS** = Average hours per week.

4. Start Date

   The start date **MUST** be within the period of eligibility listed at the top of the PAF.

5. Student’s Direct Supervisor

6. “Check One” Box
Check the account number, which best fits the position. See account number descriptions below.

If Community Service is not selected:
   On-Campus – Check FWS Regular
   Off-Campus – Check FWS Regular, unless it is a Reading or Math Tutor position.

- **61019003 – FWS Community Service:** This fund is specific to students that work in positions designed to help improve the quality of life or solve problems for community residents, particularly low-income individuals.

- **61019000 – FWS, Regular:** This fund best represents general job duties for student positions. Most on-campus (and some off-campus) positions can best be represented by checking this fund number.

- **61019001 – FWS, Reading Tutor:** This fund number is currently specific to off-campus Elementary School tutoring and Family Literacy programs in the local community. College course tutoring positions do not qualify in this category.

- **61019002 – FWS, Math Tutor:** This fund number is currently specific to off-campus Elementary School tutoring and Family Literacy programs in the local community. College course tutoring positions do not qualify in this category.

7. Fill in Organization Unit Name

8. Fill in Organization Unit Number

9. Fill in Department Matching Fund number (N/A for Off-Campus)

10. Fill in Internal Order number (N/A for Off-Campus)

11. Fill in PERNER number (Off-Campus place a “0” in this field)

12. Fill in Payroll Clerk information (Off-Campus place a “0” in this field):
   Dept. Name
   Building or Address
   Phone Number
   Email Address

13. Complete the Job Description on page 2 of the PAF

   **The job description should contain the following information:**
   - Name and address of the Employer
   - Purpose of Job
   - Essential Duties: file, answer phones, wash glassware, re-shelve books, run errands, serve as receptionist, etc.
   - Responsibilities: maintain confidentiality, able to work independently, maintain computer system, etc.
   - Necessary Qualification: type 35 wpm, able to lift 50 lbs., MS Office experience, etc.
   - Job’s wage rate or range
• Length of student’s employment
• Name of student’s supervisor

A JOB DESCRIPTION IS REQUIRED FOR FEDERAL WORK-STUDY PROCESSING

14. Keep a copy of the PAF and Job Descriptions for your department records.

IMPORTANT NOTES

• The Bursar Office MUST have the PAF and Job Description BEFORE charging any earnings for the student to a Work Study account. Contact the Bursar Office with questions

• Be sure to make note of the eligibility period and the amount of Work Study eligibility so that your department can keep track of the remaining amount

• Earnings must be paid from departmental funds if the student works outside the period of eligibility, or beyond the total eligibility amount

Contact the Bursar Office with questions:

Federal Work Study Account Clerk
Bursar Office, (765) 494-5373
Purdue University
610 Purdue Mall, Room 5
West Lafayette, IN 47907-2040
Email: workstudy@purdue.edu
ADDITIONAL OFF CAMPUS PROCEDURES FOR EMPLOYERS

To be able to hire a Work-Study student your agency or organization must:

- Be a non-profit, not-for-profit organization, or government agency hiring students to perform work for the national or community welfare.

- Have a written agreement with Purdue University specifying the conditions of participation in the Federal Work-Study Program. Contact the Federal Work-Study Clerk in the Bursar Office for contract information.

- Additional information regarding payroll procedures will be forwarded to you by the Federal Work-Study Clerk/Bursar Business Office upon receipt of the PAF. Students will enter their time each working day by clocking in and out via the Success Factors tile on their OneCampus portal. Time entry works from any device with Wi-Fi or data access. After the last working day each pay period, the students will approve their time sheets. The Federal Work-Study Clerk/Bursar Business Office will send time entered by your students via email for your approval, the day after the due date indicated on the work-study schedule provided.

- **REMEMBER:** Be sure to make note of the eligibility period and the amount of Work-Study eligibility so that your agency can keep track of the remaining amount. **Earnings must be paid from departmental funds if the student works outside the period of eligibility, or beyond the total eligibility amount.**

- The Immigration Reform and Control Act of 1986 require that employers verify that each person hired is authorized to work in the United States. All new employees must establish proof of identity and employment eligibility prior to beginning work. 1-9 verification must be completed. The student must complete Section 1 of the I-9 when completing new hire paperwork process. Once this is section is completed, the student must bring identifying documents for completion of Section 2 to: Yong Hall Rm 528 (must make appointment with eboc@purdue.edu). Once both sections are complete, the student will be eligible for employment.
CHANGES TO THE PAYROLL AUTHORIZATION FORM

Common changes are to:

- Increase or Decrease eligibility
- Cancel eligibility
- Reduce eligibility to Earnings to Date (ETD).
- Any new eligibility amount will always include the student’s ETD.

Examples why changes may occur:

- A student may receive additional awards that put his financial aid package over the cost of attendance. Since Work-Study is federal funding and an over award is not allowed, the Division of Financial Aid (DFA) may have no choice but to reduce the Work-Study award.

- A student may decide that they would rather have additional educational loan funding and ask DFA to reduce the Work-Study allotment and add federal loan eligibility.

- Payroll clerks will receive an e-mail providing any changes in the eligibility amount. FWS/Bursar will receive a copy. If there are any questions regarding the changes, please contact:

  Kathy Taylor in Financial Aid at (765) 494-0509, taylor26@purdue.edu

REMINDER TO ALL EMPLOYERS

- Questions regarding payroll procedures, Work Study contracts, and FWS earnings records should be directed to:

  Federal Work-Study/Bursar (765) 494-5373

- Questions regarding the amount of a student’s eligibility should be directed to:

  Kathy Taylor in Financial Aid at (765) 494-0509, taylor26@purdue.edu

- Or call Student Employment (DFA) at (765) 494-5056

- **Note:** To ensure student confidentiality according to FERPA regulations, please have student’s name and PUID number ready at the time of a phone call
EMPLOYER DUTIES FOR FEDERAL WORK-STUDY STUDENTS

- BIWEEKLY PROCEDURES

- **Complete Payroll Procedures**
  - Enter and edit data
  - Approve time entry via Success Factors (Off-Campus: Time entry will be sent for your approval by the FWS Clerk/Bursar Business Office.)

- **Monitor Earnings and Eligibility:**
  - Monitor the earnings of each Work Study student (in order not to exceed the eligibility amount).
  - Monitor changes in eligibility with revised eligibility notices. (Student Employment Services will alert employers to changes in a student’s Work-Study eligibility amount and/or period of eligibility).

*Earnings beyond the eligibility limit may need to be paid from departmental funds.*

- **Amended Payroll Certifications:**
  - Performed by FWS/Bursar
  - Used to switch paying accounts (must route copies of time cards and time slips to FWS/Bursar when transferring charges between the Work Study account and the departmental matching fund)
  - Cover earnings beyond eligibility limit or period

- **Student needs to sign up for direct deposit – student completes on OnePurdue portal**
### 2018-2019 Work Study Academic Year Schedule
**August 20, 2018 to May 4, 2019**

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<th>Time Entry Complete by 6:00 pm unless noted</th>
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**Semester ends Dec 15, 2018**

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**Semester ends May 4, 2019**

**Term:**
- Academic year--Aug 20, 2018 to May 4, 2019
- Fall Only--Aug 20, 2018 to Dec 15, 2018
- Spring Only--Jan 7, 2019 to May 4, 2019

**Time Cards:** Time cards are due on the Due Date above by 4:00 p.m. Late time cards will be paid on the next pay period, which will result in a 2-week delay of pay. Please pay special attention to time periods that have ***as they are a change due to the holidays.

**Holidays:** The Bursar Office will be closed for the following holidays: Independence Day, July 4, Labor Day Sept 3, 2018, Thanksgiving, Nov. 22 & 23, Christmas and Winter Recess, Dec 24 through Jan 1/2019, and Martin Luther King Jr., Jan 21, 2019

**Being Paid:** Students are encouraged to set up direct deposit to receive wages. If you do not want to use direct deposit, there will be arrangements made to have earning put on a debit card issued by the University.

***Time cards are due early at 10am due to the Holiday!***
Frequently Asked Questions

1. How am I paid?

Students are encouraged to set up direct deposit to receive their wages. You can sign up thru employee Self Service. This differs from the direct deposit for tuition reimbursement.

2. How do I see my pay statements?

To access pay stub, go into your profile in Success Factors. Scroll down to the “Pay Statement” tile. Click this tile.

3. What does my award amount mean to me?

The award amount is the gross amount that you can earn while on Work-Study. Earnings should never exceed the award amount. Also, watch for the term. You can have an academic year award, fall only or spring only. This will let you know when you can use the award.

SPECIAL NOTES

Summer FWS

• Follow the same Eligibility Notice and PAF procedures.
• Student period of eligibility will cover all three of the summer modules. Even if the student is not enrolled for all three of the summer modules.
• A much smaller pool of eligible students is available in the summer period.

FWS – Other Time Periods – Winter Break & Spring Break

• Students with academic year eligibility may work between the fall and spring semesters. Amounts earned are a part of the academic year Federal Work-Study eligibility.
• Financial aid is based on a 9-month Academic Year budget.
FWS/BURSAR RESPONSIBILITIES

Federal Work Study Account Clerk
FWS/Bursar
610 Purdue Mall, Room 5
West Lafayette, IN 47907-2040
(765) 494-5373, workstudy@purdue.edu

- Maintains Federal Work-Study accounts
- Maintains individual earnings records for all FWS students
- Monitors earnings – not to exceed eligibility limit or period of eligibility
- Notifies employer when student’s earnings are close to eligibility limit
- Adjusts payroll cost distribution
- Acts as payroll clerk and campus liaison for all off-campus FWS employers

FEDERAL WORK-STUDY RESPONSIBILITIES

Kathy Taylor, Clerk V
Division of Financial Aid
475 Stadium Mall Drive, Room 302
West Lafayette, IN 47907-1040
(765) 494-0509, taylor26@purdue.edu

- Verifies work-study eligibility
- Issues Payroll Authorization Forms (PAF)
- Determines if Work Study position qualifies as community service
- Reallocates Work Study award for multiple jobs
- Notifies employers and FWS/Bursar of eligibility changes.

David Reseigh, Assistant Director of Outreach Services / Federal Work Study
Division of Financial Aid
475 Stadium Mall Drive, Room 302
West Lafayette, IN 47907-2050
(765) 496-3919, dlreseigh@purdue.edu

- Program Administration
- Counsels students, parents, and employers on Federal Work-Study concerns
- Awards Work Study eligibility to students on exception basis

STUDENT EMPLOYMENT RESPONSIBILITIES

Cassidy Peretin, JLD Administrator
475 Stadium Mall Drive, Room 302
West Lafayette, IN 47907-2050 cperetin@purdue.edu
(765) 496-3919 Fax: (765) 494-6707

- Counsels students, parents, and employers on employment concerns
- Liaison to the community at large on student employment matters
- Posts available positions on DFA website
STUDENT RESPONSIBILITIES

When hired for a position, the student becomes a member of a work unit that the employer will depend upon. The expectation is that the student performs as any other employee. Employers should take into consideration availability of the student(s) and periods of heavy class demands when arranging work schedules.

Student employees should:

- Locate and secure a job
- Student Employment Services (DFA) maintains a listing of available positions at: purdue.edu/dfa/employment/index.html
- SuccessFactors maintains a listing of available positions at: https://careers.purdue.edu/go/West-Lafayette-Students/7721500/
- For Work-Study eligible students – turn in a FWS Eligibility Notice to the employer for each job.
- Arrange work schedule with employer
- Report to work promptly when scheduled
- Notify supervisor as soon as possible if running late or unable to work
- Refrain from conducting personal business on the job
- Consider the employer needs as well as own needs when requesting time off
- Dress appropriately
- Work hard and perform duties to best of abilities
- Obey departmental and Purdue University policies and procedures
- Take the job seriously
- Submit time entry in a timely manner

- If an employment problem develops, the student should first discuss it fully with the supervisor
- If further assistance is needed; contact Student Employment Services (DFA), Schleman Hall of Student Services at (765) 494-5056
Academic Year 2018 – 2019

WORK-STUDY ELIGIBILITY DATES

FALL ONLY
8/20/18 - 12/15/18*

SPRING ONLY
1/7/19 - 05/04/19*

ACADEMIC YEAR
8/20/18 - 5/04/19*

SUMMER ONLY
5/13/19 – 8/02/19

*Work-study eligibility ends when the enrollment period ends, not necessarily at the end of a pay period

Note: A student enrolled for the Academic Year, can work the Holiday and Spring Break periods. The Financial Aid Budget is based on the 9-month AY period
PURDUE UNIVERSITY
DIVISION OF FINANCIAL AID

FEDERAL WORK-STUDY PAYROLL AUTHORIZATION FORM (PAF)

STUDENTS: PROVIDE THIS FORM TO HIRING EMPLOYER FOR COMPLETION.

First Name: ___________________ MI: ______ AWARD YEAR: 1119
Last Name: ____________________ PERIOD OF ELIGIBILITY:
PUD: ________________________ TOTAL EARNINGS ELIGIBILITY:


STUDENT JOB TITLE: ___________________ POSITION #: ___________________
HOURLY RATE OF PAY: $ ___________ START DATE: ___________

STUDENT’S DIRECT SUPERVISOR: ___________________ NAME: _______________
_________________________________ EMAIL: ________________

WORK-STUDY ACCOUNT: BUSINESS AREA 4000

Check One:

____ 61019000 – FWS, Regular
____ 61019001 – FWS, Reading Tutor
____ 61019003 – FWS, Community Service
____ 61019002 – FWS, Math Tutor

Off-campus: IO # ____________________ Department IO/EBSE # _______________
On-campus: IO # ____________________ ORGANIZATION UNIT NUMBER: ___________
ORGANIZATION UNIT NAME: ____________________ Department Fund # ___________
DEPT. MATCHING: BUSINESS AREA: ___________ PERNER: __________________
DEPT. COST CENTER: ____________________ DEPT. NAME: ________________
PAYROLL CLERK: ____________________ EMAIL: ________________
BLDG or ADDRESS: __________________ PHONE #: ____________________