



Division of Financial Aid

Bursar's Office Use

ISSUED BY:

DATE:

FEDERAL WORK-STUDY PAYROLL AUTHORIZATION FORM (PAF)

EMPLOYERS: COMPLETE ALL FIELDS, IF NOT RELEVANT ENTER NA

Please email completed form to workstudy@purdue.edu

First Name: _____ MI: _____ Award Year: 2025-2026

Last Name: _____ Period Of Eligibility: _____

PUID: _____ Total Earnings Eligibility: _____

EMPLOYER:

Review instructions at <https://www.purdue.edu/dfa/aid/workstudy/>

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/WBSE # _____

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 #: _____

DIVISION OF FINANCIAL AID

Purdue.edu/dfa
Office: 765-494-5050
Fax: 765-494-6707

JOB DESCRIPTION:

1. Purpose or role of the position within the organization.
2. Duties and responsibilities associated with the position and how they relate to the purpose or role (mentioned above.)
3. General qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position.
4. Evaluation procedures and schedule.