

WHEN TO USE A STUDENT AUTHORIZATION FORM

- **Hiring** a new Student/Temp-Casual worker or appointing a current Student/Temp-Casual to an additional or existing job.
- **Changes to current student/temp-casual positions:** salary, index code, change of dates or resignation.
Complete Department and Payment sections of authorization.

DEPARTMENT - SECTION

- The **Department Information** section must be completed on ALL Employment Authorizations.
- Check Initial Employment or Change in Position if the authorization refers to an employee's main position.
- Check whether employee's position requires a Background Check.

PAYMENT INFORMATION/BUDGET APPROVAL

- Students/Temp-Casuals must be paid hourly except Graduate Students with Assistantships
- If hiring Graduate Student, include annual/semi-monthly stipend, attach appointment letter
- If the **proposed salary** exceeds the **current position budget** please check the "Transfer Attached" box and attach a Budget Transfer to correct the position budget.

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| Account numbers that can be used on a Student/Temp-Casual authorization include: |
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Number	Definition	Notes
6052	Dept. Change	Hourly
6033	Temp-Casual	Hourly
6043	Grad. Student	Semi-monthly

ADDITIONAL NOTES

- Make sure all information is filled out completely (i.e. index, org#, and end date). If any information is missing, the authorization will be returned, which may cause a pay check delay.
- Student/Temp-Casual employees must be paid with an hourly rate and timesheets submitted.
- Students may work a maximum of 30 hrs per week (40 when classes are not in session).
- International students may work a maximum of 20 hrs per week
- Hourly employees cannot be paid by voucher.
- All Employment Authorizations within the Academic Division must be approved by the Academic Budget Officer before submittal to the Sponsored Programs or Human Resources Departments.
- Allow a minimum of two business days per office for the student authorizations to circulate. Allow for approval by: Division VP, Sponsored Programs (where applicable), Human Resources and Payroll.
- Student authorizations may be sent directly to Human Resources, they no longer require Provost or Budget Office signatures.
- Temp-Casual authorizations still require Provost (where applicable) and Budget Office approval before being sent to Human Resources
- Grants and Contracts with index number "007XX" will no longer need the Budget Office approval.