

**Appalachian State University**  
**Student Temporary Employment Authorization – HOURLY WAGE**

*Please submit to the Office of Student Employment for Approval*

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

Permanent Address \_\_\_\_\_ \*Social Security # \_\_\_\_\_ .  
\_\_\_\_\_ .

Job Title \_\_\_\_\_ Dept. Time Entry

Employing Department \_\_\_\_\_ Hourly Wage \$ \_\_\_\_\_ .

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 and W-4 tax forms, and an I-9 form with printed confirmation of E-verify.
- 2) You are under the immediate supervision of the person(s) in charge of your area 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 to your ASU box or direct deposited on or before the 15<sup>th</sup> and on the last working day of the month. If you owe Appalachian, it is subject to be deducted from your paycheck.

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 and 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 Signature \_\_\_\_\_ Date \_\_\_\_\_ .

Student Employment Office Approval \_\_\_\_\_ Date \_\_\_\_\_ .

Payroll Office Approval \_\_\_\_\_ Date \_\_\_\_\_ .

\*Disclosure of your 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.