



Authorization to Split Work-Study Award

Student Financial Aid Services: Student Employment Office

TO BE COMPLETED BY THOSE STUDENTS WHO WISH TO WORK TWO OR MORE JOBS

PERSONAL INFORMATION

NAME: _____

SSN: _____

AWARD INFORMATION

TOTAL AWARD AMOUNT: _____

FOR WHICH SCHOOL YEAR: _____

and/or

FOR WHICH SUMMER PERIOD: _____

DETAILS OF DEPARTMENT 1

DEPT NAME: _____

PHONE: _____

SUPERVISOR: _____

W.S. AMOUNT
FOR FIRST
DEPARTMENT: _____

DETAILS OF DEPARTMENT 2

DEPT NAME: _____

PHONE: _____

SUPERVISOR: _____

W.S. AMOUNT
FOR SECOND
DEPARTMENT: _____

OFFICE ONLY

U-BOX _____

OFFICE ONLY

U-BOX _____

STUDENT AUTHORIZATION

I understand that a Work-Study Payroll Time card will be issued to each employing department, which must be completed and returned to the Payroll Office. However only one Work-Study paycheck will be issued and mailed to the first hiring department, unless the student arranges otherwise. The authorized amount listed above, for each place of employment, will be transferred by the Student Financial Aid Services (Student Employment Office), providing funds are available.

STUDENT
SIGNATURE: _____

DATE: _____