Office of Student Financial Aid
Haven-Warren Room 210
Division of Enrollment Services
&
Student Affairs
Phone: (404) 880-8992

FEDERAL WORK-STUDY PROGRAM HANDBOOK

Revision Approved: Compliance Committee Date February 6, 2014
Approved: President Carlton E. Brown Date: February 28, 2014
Table of Contents

I. PURPOSE OF THE FEDERAL WORK-STUDY (FWS) PROGRAM  2

II. FEDERAL WORK-STUDY PROCESS  2- 6
   A. Applying for Federal Work-Study
   B. Awarding Federal Work-Study
   C. Students Accepting Federal Work-Study
   D. Off-Campus Community Service Work
   E. FWS Student Application Procedures
   F. FWS Time Lines of Events

III. ELIGIBILITY AND CONDITIONS OF FEDERAL WORK-STUDY  6-7

IV. FEDERAL WORK-STUDY STUDENT EMPLOYMENT  8
    A. Student Employment Referral Form
    B. Student Employment Contract

V. FEDERAL WORK-STUDY STUDENTS’ RIGHTS  8-9

VI. FEDERAL WORK-STUDENT STUDENTS’ RESPONSIBILITIES  9 -12
    A. University’s General Expectations
    B. Proper Office Attire
    C. Absenteeism
    D. Confidentiality
    E. Telephone and Computer Courtesy

VII. SUPERVISORS’ RESPONSIBILITIES  12-14
     A. Hiring FWS Student Employees
     B. General Responsibilities

VIII. FWS STUDENT WORK TERMINATIONS AND SUSPENSIONS  14-15
      A. Terminations
      B. Suspensions

FWS STUDENTS COMPENSATION  15-17
      A. Paycheck or Direct Deposits
      B. Unused Work-Study Awards
      C. Taxes
      D. Time Reports

IX. THE ELECTRONIC PERSONNEL ACTION FORM  17

X. APPENDIX A:  18-36

   WORK STUDY STUDENT CONTRACTS DUE DATES AND EMPLOYEE HIRE PACKET
I. PURPOSE OF THE FEDERAL WORK STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a need-based, federally funded program designed to help students meet the cost of education. It provides students with part-time work on campus or off-campus community activities while enrolled at Clark Atlanta University.

To the maximum extent practicable, the Clark Atlanta University Office of Financial Aid and Federal Work Study Coordinator will make every effort to match students for positions based on their course or study (major), talents, knowledge and supervisors need. Clark Atlanta University faculty and staff have an understanding that FWS students are students first and their jobs and secondary. Supervisors are to work around student’s class schedules as much as possible. School comes first and FWS student cannot replace full-time employees. As a federal funded program, total compliance with regulations is essential for its continuation. Failure to comply with all federal regulations could result in the loss of or reduction in Federal Financial funds provided to the University.

II. FEDERAL WORK-STUDY PROCESS

A. Applying for Federal Work-Study

1. Federal Work Study students must have completed a FAFSA (free application for federal student aid).

B. Awarding Federal Work-Study

1. Our University initially awards Work Study through a system based random selection that awards about 175-200 students in Banner if they are PELL eligible and have their FAFSA's completed by March 1st. Eligibility must be met every year and with the random selection students will vary from one year to the next.

2. At our University we are able to place about 200 students, however about 3,000 of our students qualify so work study funding is very limited. In some cases, graduate students may be awarded work-
study if they have no other options available within their graduate
departments should a graduate professor request one and the
students qualifies (has completed fafsa, low etc, room in budget, be
meeting SAP based on the grades and graduate program guidelines).
Graduate Work-Study is a case by case basis and will be taken into
consideration.

3. The FWS amount listed on a student Financial Aid Award is the
maximum amount of FWS funds a student may earn. Once students
obtain their FWS jobs they are paid on a bi-weekly basis for the hours
they have worked, up to the amount of the award. Any funds unused
will be forfeited.

C. Students Accepting Federal Work-Study

1. After being selected and awarded FWS in Banner, students then have
the option to accept their Work Study or decline in Banner as they do
all of their awards. The annual maximum is $4,200 and for the
semester the max is $2,100.
2. If they accept work study, they will be notified via email by August 1st
by the Work-Study coordinator or designated official in Financial Aid.
They will be sent a new hire packet, sample timesheet and due date
calendar. The hire packet is to be returned as soon as possible. Once
that information is reviewed and submitted, students are placed in
departments based on major or specific requests from supervisors.
3. If students decline work-study award, there is more funding available
to assist supervisor requests should the requested students meet the
above criteria. (That is when it will be based on additional criteria
such as GPA’s and room in budget.)

Students are required to accept and/or decline the FWS award; he/she
will be directed to Banner-Web Self-Service:
The Steps:

Step 1: Login onto your Banner Web by “Enter secure Area” and entering your username (student id) and Pin (6 digit # in acceptance package).

Step 2: Once there, click on Student Services and Financial Aid. Then click Financial Aid.

Step 3: Click on the third link which is, “My award information.”

Step 4: Next clock “Award by aid year” enter the appropriate school year (2013-2014 for now) and click submit.

Step 5”: Choose the tab “Accept award offer,” and continue to accept full or partial amount or decline. When you click submit, you will see a forbidden screen message, however once you click back, the navigation key will show you have accepted your awards.

D. Off-Campus Community Service

The University has reserved an allocation of (7%) of FWS annual funding for students performing off-campus community service work at nonprofit agencies in areas of reading tutors for children, afterschool programming and family literacy activities. Payment for reasonable amount of time spent in training and travel, in any award year will be factors into the FWS award amount, which is currently $10/hour. Our off-campus community services positions are held at two Boys and Girls Clubs in the area and will be expanding.

Off-campus community service work at designated agencies must not impair existing service contracts, displace employees, fill jobs that are vacant because the employers regular employees are on strike, and involve the construction, operation, or maintenance of any part of the facility used or to be used for religious worship or sectarian
instruction or include employment for the U.S. Department of Education.

E. Student Application Process

1. If a student is awarded FWS it will appear on his/her award letter (first year students) or email. A student employment application will be attached to the award letter. The student is required to complete the application and return it to the OSFA (Office of Student Financial Aid) with required documents within the time specified on the letter (first year students) and email (subsequent year) to be considered.

If Federal Work-Study is not listed on a student’s award letter or email, then he/she **WILL NOT BE** awarded Federal Work-Study.

2. Students awarded Federal Work-Study must complete 3 steps in order to obtain their award:
   a.) Student employment packet (located in appendix)
       When the Student employment requests are received the student is either emailed or picks up a new hire packet comprised of state and federal forms. They must submit their ID, Social Security card or Birth Certificate along with license or state ID or a passport.
   b.) The students hire paperwork will not be processed if he/she does not submit copies of their ID.
   c.) Job Placement
       Once the OSFA receives the packet with all the required hire documents, the student is given a department assignment to meet and interview with the hiring manager and an employment contract. If the student is hired it is their responsibility to get the contract signed and returned to OSFA.
   d.) Orientation Sessions
All FWS students are encouraged to attend (mandatory for all new students) the session held (end of August) to discuss any questions, concerns and/or submit documentation needed for employment. They are instructed how to complete timesheets and/or web time-entry as well as have discussions on dress code, conduct, etc.

3. Students who are not originally awarded work-study may inquire at the OSFA to see if they are able to qualify if additional funds should become available.

F. **FWS Time Lines of Events:**

Jan 1- March 1  Students complete the FAFSA process

By July 31 Potential Supervisors emailed. They may start submitting requests for students at that time.

Aug 1- Sept 1 Paperwork and interview process for awarded students begins.

In March, OSFA begins generating official Financial Aid Awards for students for the upcoming academic year.

When a student is awarded, an automated email is sent to the students CAU email account instructing them to log into Banner and Accept the FWS and other awards, if offered.

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**III. ELIGIBILITY AND CONDITIONS OF FWS**
A. FWS students must maintain eligibility throughout the academic year. (undergraduate student financial aid applicants and recipients must demonstrate that they are making measurable progress toward earning a degree by successfully completing a minimum of 67% of all academic attempted hours at the University and all hours that are accepted in transfer, including those hours attempted when the student did not receive federal student aid.)
   - Grades of A-D or S are successfully completed hours as long as credit is earned.
   - Grades of F, W, WF, WP, I, IP, U, NR, and ER or repeated courses are not successfully completed hours.
   - Audited courses do not count as attempt of successful completion. (Eligible students cannot receive financial aid once they have attempted 150% of the number of hours required to complete an undergraduate degree program.

B. FWS jobs are for the academic year (fall and spring semesters’).

C. FWS students are to be enrolled at least 6 credit hours per semester to participate in the program.

D. Students can only be employed in one FWS position. The student cannot accept one job and transfer to another until the next semester.

E. Once a student is terminated, he/she is ineligible for work-study for that semester. The student must be reviewed for the following semester.

F. Students must be enrolled in a degree seeking program.

G. Students cannot be in default on student loans.

H. Students cannot have a previous balance, holds or pending documents.
IV. **FEDERAL WORK-STUDY STUDENT EMPLOYMENT**

A. **Student Employment Requests**

- Students referred for an interview must present a supervisor name for Work-Study Coordinator or designated official to contact unless an email request from the supervisor was sent to the Coordinator. After the student is interviewed and hired, the supervisor must complete and sign the contract with the student and return the contract to the Office of Financial Aid.

- At no point should a student be permitted to begin work without a Student Employment hire packet and contract being completed and returned to the Financial Aid Office.

- When the contract period expires, the student will no longer continue to earn Federal and/or Institutional work-Study wages, even if the entire amount awarded has not been earned. In addition, if the student earns his/her total dollar amount before the expiration date of the contract, the student may no longer be paid out of the Federal Work-Study budget. The student must stop working or the department they are working in must cover the expense. Supervisors are sent an email informing them of the hours the students have remaining to work. When those hours have been depleted, they must stop working or the department is responsible for the overages.

V. **FEDERAL WORK-STUDY STUDENTS RIGHTS**

A. Each FWS student has the right to:

1. Receive information regarding his/her FWS award amount, rate of pay, and the average number of hours to be worked each week.
2. A specific job description, as well as the supervisor’s expectations and standards.
3. A clearly defined work schedule that allows the student sufficient study time. Study time is not paid from Work-Study funds.
4. Adequate training to perform assigned tasks.
5. Regular supervision and review of work performed.
6. A clear explanation of the procedures for submitting completed timesheets and receiving their pay.
7. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
8. A procedure stating concerns related to the job or the supervisor.

VI. FEDERAL WORK-STUDY STUDENTS RESPONSIBILITIES

A. Clark Atlanta University’s General Expectations
   a.) Students will only receive FWS funds for the hours actually worked. FWS students are NOT entitled to any unearned FWS monies.
   b.) Pay for student FWS employment is not applied to the student account nor applied toward fees for subsequent semesters.
   c.) FWS students are not expected to be able to study during scheduled work hours.
   d.) FWS student employees are expected to be prompt, reliable and cooperative.
   e.) FWS student employees must adhere to the policies set by the employing department.
   f.) FWS students must become familiar with information provided regarding the terms of the Federal Work-Study/Institutional award and with applicable University policies and procedures.
   g.) FWS students must understand the specific job responsibilities as well as the supervisors’ expectations and standards.
   h.) FWS student employees cannot work during scheduled class meetings, even if a class meeting has been cancelled by the instructor. The student is expected to arrange his/her work schedule so that it does not conflict with his/her classes, labs, or other scheduled class activities.
i.) FWS students must report to the place of employment within two (2) days of receipt of the Student Employment Referral and/or the Student Employment contract.

j.) FWS students must arrange a mutually agreeable work schedule with their supervisor and work the regularly assigned hours.

k.) If a student is participating in extracurricular activities, the practice hours are not to be counted as work-study hours and are not to be recorded on the work-study timesheet.

l.) The FWS student must notify their supervisor immediately if a scheduled work period must be missed.

m.) FWS students must accurately record hours worked and submit completed time sheets with the proper time according to the schedule provided by the Payroll Office.

n.) Ensure that his/her supervisor submits his/her work-study timesheets on the designated date. Perform assigned work tasks in an efficient and timely manner.

o.) Work 15 hours or less per week and 30 hours or less bi-weekly as contract states.

p.) FWS students may work until May 2 of that school year (or first week of May) unless their fund allotment has been exhausted ($2,100 or $4,200).

B. Proper Office Attire:

Requirements for attire are determined at the discretion of the employing department and should be communicated at the time of the job offer. If the student employee is dressed inappropriately, the employer has the right to express the concern and ask for the student’s compliance, which can include dismissing the student from the work site for that day.

C. Absenteeism

IF the FWS student is unable to report for work as scheduled, notification must be made by the student to the supervisors or the
department head, preferable one hour before but no later than 30 minutes after the scheduled start time. FWS students must call in each day of absence unless granted and authorized in advance. If FWS student is absent three days without calling in, the student may be terminated from their department. Excessive unexcused absences or tardiness (more than three) are grounds for termination by the department as well as FWS program for the remainder of the academic year. Work missed due to unexcused absences can only be made up at the discretion of the supervisor, providing hours worked do no exceed 15 hours per week.

D. Confidentiality
The student employee must act in a professional manner in dealing with college records and other information regarding other students by virtue of his/her work. The student will be required to sign a confidentiality agreement before beginning work (See Exhibit A). Breaches of confidentiality and other acts of dishonesty are justifiable reasons for termination from the Federal/Institutional Work Program.

E. Telephone and Computer Courtesy

Proper telephone etiquette is required of all employees. Telephone calls should be answered promptly and courteously. If the student employee is responsible for answering the telephone, they must check with their supervisor to ascertain if there is a particular greeting that should be used. Students are prohibited from excessive use of the telephone for personal business. Unless it is an emergency, students, should not receive personal phone calls nor place personal phone calls while at work. Students should not use computers for social websites (Facebook, Twitter, Instagram, etc.) or personal emails while at work. They may perform only work related activities online.

VII. SUPERVISORS RESPONSIBILITIES
A. Hiring FWS Student Employees
   1. Supervisors must send a Student Employment Request Form and a detailed job description to the Federal Work Study Coordinator via email or in person. A job description must be attached. Supervisors must keep in mind when submitting a job description that some of the students are entering the workplace for the first time and may or may not have had any job experience.
   2. Correspondence is forwarded to all departments each semester (before semester starts and during) reiterating Federal Work-Study procedures.
   3. Supervisors are not to hire more FWS student workers than they need or have been approved for. Employing too many students will result in students not receiving a meaningful work experience or not being able to work the minimum hours required.
   4. Requests for student employees will only be filled in person or by e-mail. No telephone calls or faxes will be responded to.

B. General Responsibilities of Supervisor:
   Supervisors will:
   1. Ensure students do not work when they are scheduled for class or lab time.
   2. Not use students for personal services. (Federal regulations and University policies prohibit FWS students from performing personal services, i.e. errands on and off campus for their supervisors or other University employees.
   3. Cannot employ more FWS student workers than available department work.
   4. Contact the OSFA when anticipating changes in the department’s needs so temporary reassignments of student workers can be explored.
   5. Ensure FWS students do not work more than 15 hours per week.
   6. The supervisor will not approve FWS student timesheets for hours not worked. To do so would be in violation of University policies and federal regulations).
7. Provide the FWS student with orientation/training; or the opportunity to develop new skills. Supervisors are required to train and orientate new FWS students on the requirements and expectations of their office.

8. Arrange a mutually agreeable work schedule with their student employee that does not conflict with his/her class, lab, and study or activity schedule.

9. Accurately and legibly complete all forms associated with their student employee. Forward appropriate documents to the Office of Student Financial Aid.

10. Monitor the total hours worked by the student for each pay period. Make certain his/her maximum hours (15) and earnings are not exceeded.

11. Explain clearly the job and performance expected of each student and provide sufficient opportunity for questions, answers and clarification.

12. Provide a job description to each student employee.

13. Discuss with the student his/her performance level (both satisfactory and/or unsatisfactory) in carrying out job duties as needed.

14. Provide assistance where needed to improve the work performance of the student. Students who repeatedly do not meet the expectations of the department should be recommended for termination in consultation with the Federal Work-Study Coordinator.

15. Accurately review the student employee’s timesheet or electronic time entry each bi-weekly pay period for accuracy before certifying (signature or electronic approval) the work hours submitted as hours worked.

16. Be responsible for submitting timesheets and web time-entry approvals on time. Paper timesheets should be submitted in a sealed envelope. Timesheets submitted after the due date will be submitted for the next pay period.

17. Do Not take timesheets directly to payroll. All timesheets go to the Work-Study Coordinator in the Office of Financial Aid for
review, accuracy and record keeping purposes and then submitted to payroll for processing.

18. Designate someone to sign timesheets or approve time online in their absence. The designated official should be knowledgeable about the student employees work schedule and hours worked for that pay period.

VIII. FWS STUDENT WORK TERMINATIONS AND SUSPENSIONS

A. Terminations

Violation of confidentiality, unacceptable office conduct, theft, excessive tardiness or absences, working under the influence of alcohol and drugs, and other violations of the University policies for employees or students are all justifiable reasons for terminating a student’s employment. The supervisor should provide advance notice of the reason(s) for termination and effective termination date in writing to the student. This should also be forwarded to the Federal Work-Study Coordinator. Consultation with the Human Resources Office prior to termination may be appropriate.

Students involved in destruction of property, theft, falsification/forgery of timesheets or web time entry are other offenses that are grounds for immediate termination from the FWS program. Possible prosecution may be necessary; it can be reported to the University’s Compliance office, General Counsel and possibly to the U.S. Department of Education, and/or the Office of the Inspector General for investigation.

1. Termination as a result of unsatisfactory performance.

If a student is not performing his/her job satisfactorily the following steps can be taken:

- Oral warning
- Verbal warning
• Termination

B. Suspensions

Students may be suspended from the Federal Work-Study Program until the next academic year or indefinitely for the following reasons:

1. Involuntary termination from 2 positions/departments
2. Failure to submit timesheets for more than (2) pay periods.
3. Failure to complete and/or update the application process.

Good communication between student and supervisor is essential in order to make the job satisfying for both. Students are expected to conduct themselves in the same manner as any other staff member. Expectations of employees in the workplace will be provided to FWS employees prior to the first day of work. The Financial Aid Office does not become directly involved in a problem between a student and supervisors unless a solution cannot be reached by the two of them. After every effort has been made to reach an acceptable solution, the Financial Aid Office may be contacted for a meeting with all parties.

IX. FWS STUDENTS COMPENSATION

A. Paychecks and Direct Deposits

As a condition of employment, effective summer 2014, all student payments must be applied via direct-deposit. Student employees shall have paychecks directly deposited into an account at a financial institution of their choice. Direct deposit forms are available through Human Resources. The alternative option for student employees without a direct deposit account shall be monies applied to the employee’s CAU PAW card via the Money Network. For initial setup for payment onto the card the forms and instructions are available in Human Resources.
**Direct Deposit Form:** This form provides the University with necessary information to deposit your pay directly into your bank account or onto the CAU PAW Card. For the initial setup of direct deposit into your bank account, the student employee must bring a voided check along with the Direct Deposit form to the Human Resources Office. (See Appendix) For deposits on the CAU PAW Card, the student must complete the necessary information on Money Network Campus Card Site and bring the completed form to Human Resources.

B. Balance and Unused Work-Study Awards

Unused Work-Study earnings cannot be carried over from one employment period to the next.

C. Taxes

The student, during the application process, should complete Federal and State Income Tax forms. Federal and State taxes are deducted from a student’s wages at the students’ request (see appendix)

D. Time Reports

A student’s timesheet (see Appendix) must be submitted to the OSFA Work-Study Coordinator in a sealed envelope by the supervisor. Copies of timesheets are retained by Payroll and Federal Work-Study Coordinator. **FEDERAL WORK-STUDY TIMESHEETS are DUE FRIDAYS BY 5 PM according to the universities annual payroll schedule:**

1. Hours reported by an employee should be reviewed thoroughly and signed by the supervisor and student employee each pay period.
2. Assuring the students’ timesheets and web time entry is completed and submitted is the top priority for supervisors and students workers.
3. Timesheets must be neat, legible, and filled out completely in ink (blue/black preferred).
4. When the student’s timesheet is complete the supervisor will scan the document back to the FWS Coordinator via email. If there is a concern or a correction needed the explanation needs to be documented. Supervisors should review, correct and return all timesheets to the FWS Coordinator.

X. THE ELECTRONIC PERSONNEL ACTION FORM

The office of Student Financial Aid- FWS Coordinator will enter appropriate employment Work-Study date through Banner EPAF.

A. To activate the FWS position (budget code, start and end dates, pay rate etc.), the EPAF identifies data of awarded students which has been entered through banner web using the EPAF function (see Appendix for EPAF basic data entry process).
APPENDIX
On-Campus Federal Work-Study Program, Clark Atlanta

Student JANE DOE (900123456) is eligible for participation in the Federal Work-Study program and is being assigned to the pertaining department that has been listed with the Office of Financial Aid.

Department__________________________ Supervisor’s Printed Name__________________________

PLEASE READ THE FOLLOWING CONDITIONS OF EMPLOYMENT

IN SIGNING, THE STUDENT AND SUPERVISOR AGREE TO:

• Working a maximum of **15 hours per week** in 5 hour increments per day at $8.50 an hour.

• Work **up to an awarded total of $4200** in FWS funding for the Fall/Spring 2013/2014 semesters combined and that the maximum amount I have been awarded is the total amount that I am eligible to earn from actual hours worked and not an amount that I am guaranteed to receive. Anything unused will be forfeited. If I use my funds up prior to end date, my end date will be at that time.

• Adhere to the policies and procedures as set forth in the federal work study student guide and to abide by the policies and procedures of the department where I am assigned. This is stated within the student-employment packet issued to me by the Office of Human Resources.

• Work the Hours agreed upon between my supervisor and me (not to exceed the maximum hours shown above). I also agree to accurately
complete my timesheet by recording my time in and out on a daily basis and by only recording the actual hours worked.

- Submit timesheets by 5p.m. on Fridays bi-weekly (calendar will be given to students and supervisor) or be paid the following pay period.
- Inform my supervisor and the FWS Coordinator at least 1 week in advance if I decide to voluntarily terminate my contract in the department listed above.
- Federal Work- Study being provided to assist me with my educational expenses, and that the first priority from my earnings will be to pay the institution any balance that is due to my account.
- Not being compensated under the Federal Work Study Program for any hours worked over the maximum weekly hours allowed nor will I be paid for any overtime, sick leave, vacation, school holidays or hours conflicting with my class schedule or after the date this contract concludes 5/2/2014.
- Falsification of hours worked and or forgery of my supervisors signature of a federal offense and shall be immediate grounds for termination from the Federal/Institutional Work Study Program and disciplinary actions as set forth by Clark Atlanta University’s Office of Student Affairs.
- This contract being revoked by my supervisor or the FWS Coordinator at any time if (1) fail to abide by the guidelines set forth in this contract or the Federal/ Institutional Work Study Student Guide. (2) the funds are inefficient to continue operation of the program as indicated above, or (3) the Office of Student Financial Aid determines I am ineligible for continued employment. I further understand that the Institutions cannot be held liable for the revocation of this contract.

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<th>Student is authorized to begin working 9/3/2013- 5/2/2014.</th>
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<td>Student: ____________________________ DATE: __________</td>
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<td>Supervisor: _________________________ DATE: __________</td>
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<td>FWS Coordinator: ______________________ DATE: __________</td>
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Federal Work-Study Program, Clark Atlanta University

Off-Campus Community Service

Student **John Doe (900123456)** is eligible for participation in the Federal Work-Study program. The goal of this agreement is to encourage students receiving federal student financial assistance to participate in community service activities (such as mentoring and tutoring) that will benefit the nation and engender in the students a sense of social responsibility and commitment to the community. Our student’s safety while traveling within the city of Atlanta and adjoining neighborhoods are of the most importance to Clark Atlanta University. To this regard in signing this agreement the FWS Coordinator is verifying that the facility is within reasonable proximity from campus, that a conversation has taken place to stress safety precautions and traveling arrangements to both the student and potential supervisor. In signing this agreement, both student and supervisor understand and agree to all terms listed throughout this entire contract and take full responsibility to ensure measures of safety and travel to and from the facility are foremost discussed, arranged and agreed upon before the student begins employment and Clark Atlanta University is only the medium to provide federal funding for the position and cannot be held liable for unforeseen events that take place off-campus while the above student is employed and in agreement with all facets on this contract as validated by the supervisor & student signatures below.

**PLEASE READ THE FOLLOWING CONDITIONS OF EMPLOYMENT**

**IN SIGNING, THE STUDENT AND SUPERVISOR AGREE TO:**

- Working a maximum of **15 hours per week** in 5 hour increments per day at $10 an hour.
- Work up to an awarded total of $4200 in FWS funding for the Fall/Spring 2013/2014 semesters combined and that the maximum amount I have been awarded is the total amount that I am eligible to earn from actual hours worked and not an amount that I am guaranteed to receive. Anything unused will be forfeited. If I use my funds up prior to end date, my end date will be at that time.
- The student being 18 years or older, will utilize either public transportation/personal vehicle or carpooling with fellow employed CAU/AUC students to the off campus venue, will work M-F between the hours of 8a and 8p with the options of weekends (with prior consent from the FWS Coordinator)
- Adhere to the policies and procedures as set forth in the federal work study student guide and to abide by the policies and procedures of the department where I am assigned. This is stated within the student-employment packet issued to me by the Office of Human Resources.
- Work the Hours agreed upon between my supervisor and me (not to exceed the maximum hours shown above). I also agree to accurately complete my timesheet by recording my time in and out on a daily basis and by only recording the actual hours worked.
- Submit my timesheet by 5 p.m. on Fridays bi-weekly (calendar will be given to students and supervisor) or be paid the following pay period.
- Inform my supervisor and the FWS Coordinator at least 1 week in advance if I decide to voluntarily terminate my contract in the department listed above.
- Federal Work- Study being provided to assist me with my educational expenses, and that the first priority from my earnings will be to pay the institution any balance that is due to my account.
- Not being compensated under the Federal Work Study Program for any hours worked over the maximum weekly hours allowed nor will I be paid for any overtime, sick leave, vacation, school holidays or hours
conflicting with my class schedule or after the date this contract concludes 5/2/2014.

- Falsification of hours worked and or forgery of my supervisors signature of a federal offense and shall be immediate grounds for termination from the Federal/Institutional Work Study Program and disciplinary actions as set forth by Clark Atlanta University’s Office of Student Affairs.

- This contract being revoked by my supervisor or the FWS Coordinator at any time if (1) fail to abide by the guidelines set forth in this contract or the Federal/ Institutional Work Study Student Guide. (2) the funds are inefficient to continue operation of the program as indicated above, or (3) the Office of Student Financial Aid determines I am ineligible for continued employment. I further understand that the Institutions cannot be held liable for the revocation of this contract.

COMMUNITY SERVICE LOCATION:

Boys & Girls Club of Metro Atlanta
1835 Henry Thomas Drive
Atlanta, GA 30315
(404) 624-0816
Supervisor: Joshua Dickerson

Student is authorized to begin working 9/3/2013- 5/2/2014.

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Pay Period Start Date: 10/28/2013  
Pay Period End Date: 11/8/2013  

Print Supervisor's Name: john doe  
Supervisor's Email: jdoe@cau.edu  
Department/Project: physics  
Supervisor's Tel. Ext.: 1324  

### TIME

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<tr>
<td>Tuesday</td>
<td>10/29/2013</td>
<td>12:00</td>
<td>16:30</td>
<td></td>
<td></td>
<td></td>
<td>4.50</td>
</tr>
<tr>
<td>Wed.</td>
<td>10/30/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Thurs.</td>
<td>10/31/2013</td>
<td>12:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Friday</td>
<td>11/1/2013</td>
<td>12:00</td>
<td>13:00</td>
<td>14:00</td>
<td>16:30</td>
<td></td>
<td>3.50</td>
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<td></td>
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<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Week 1 Total:** 14.50

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Lunch</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>11/4/2013</td>
<td>12:00</td>
<td>16:30</td>
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<td>4.50</td>
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<tr>
<td>Tuesday</td>
<td>11/5/2013</td>
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<tr>
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<tr>
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<td>2.00</td>
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<tr>
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<td>14:00</td>
<td>16:30</td>
<td></td>
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</tr>
</tbody>
</table>

**Week 2 Total:** 14.50

**Total Authorized and Approved Work Hours:** 29.00

*Instructions:*
1. Record time using the 24 hours clock (e.g. 2:15 pm will be reflected as 14:15) in fifteen minutes intervals.
2. The time sheet will automatically calculate the time work for three in/out periods per day and total the hours worked.
3. If you work more than 5 continuous hours, you are required to take a 30 minute lunch break.
4. Timesheets must be signed by the student and supervisor, and are due to the Financial Aid Office, Work-Study Coordinator by 5pm every other Friday on the date established for processing.
5. No student is allowed to work over 15 hours per week without prior written approval from the department’s senior Manager (VP or higher) and the Work-Study Coordinator.
6. Departments with more than one hourly student worker shall submit all timesheets in a batch
CLARK ATLANTA UNIVERSITY TEMPORARY
ACKNOWLEDGEMENT FORM

I acknowledge that I have reviewed and understand the University Temporary Employee’s guidelines. I, the undersigned, do hereby acknowledge and affirm that I am employed at Clark Atlanta University as a temporary employee of the University. I further affirm and understand that I am exempt from all employee benefits offered by Clark Atlanta University. I further affirm and understand that as a temporary employee, I am not entitled to annual, sick leave, personal or holiday pay.

______________________________
NAME (PRINT)

______________________________
SIGNATURE

______________________________
DATE

ORIGINAL FILE

COPY BENEFITS
<table>
<thead>
<tr>
<th>Current Employee</th>
<th>New Employee</th>
<th>Staff</th>
<th>Faculty</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security#</td>
<td>Employee ID#</td>
<td>Day Time Telephone</td>
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</table>

**INFORMATION TO CHANGE**

<table>
<thead>
<tr>
<th>New Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Current Marital Status</td>
<td>Name of Supporting Document</td>
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<tr>
<td>Married</td>
<td>Single</td>
<td>Divorce</td>
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**EMERGENCY CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship</th>
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<td></td>
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<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
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</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
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</table>

Employee Signature | Date
Dear New Employee,

The Internal Revenue Service (IRS), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-United States citizens. As a result, Clark Atlanta University may be required to withhold U.S. income tax and file reports with the IRS in connection with any payments made to you. Before Clark Atlanta University can make any payments to you, certain information and forms must be provided in order to make correct tax withholding and reporting decisions.

The United States Government has special tax codes that relate to non-citizens of the U.S. These tax codes make a distinction between "Resident Aliens" and "Non-resident Aliens" (NRA), which are based upon the individual’s visa type, green-card status, and number of days in the country. Generally, individuals who qualify as Resident Aliens are subject to the same tax laws as U.S. citizens. Non-resident Aliens are subject to a separate set of tax laws, which address their special circumstances and any tax treaties that exist between the U.S.A. and their home country. These laws require that NRA’s complete different tax forms from U.S. citizens, and they receive different year-end tax forms from CAU. Information on these U.S. tax laws can be found on the IRS website or by contacting the IRS (CAU cannot legally provide tax advice to individuals).

For your convenience, Clark Atlanta University allows you to provide this information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System.

In order for you to access GLACIER you will need a password. Please complete the information below and return to the Human Resources Department within seven working days, after which a password will be e-mailed to you.

Thank you in advance for your immediate attention to this matter.

(Please complete the information below, detach and return to Human Resources)

Name ____________________________________________
Home Department __________________________________
E-Mail Address ____________________________________
Contact Phone Number ______________________________
Office Phone Number ________________________________
Are You A United States Citizen? _____Yes or _____No

Please Return to Human Resources, Harkness Hall, Room 218

Non-Resident Alien
Form W-4 (2014)

Purpose: Complete form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 applies February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If neither person can claim you as a dependent on his or her tax return, you can claim exemption from withholding if your income exceeds $1,000 and includes more than $500 of unearned income (for example, interest and dividends).

Employees. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employer:

- is age 65 or older;
- is blind;
- will claim adjustments to income, tax credits, or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000,000.

Basic instructions. If you are not exempt, complete the Personal Allowance Worksheet below. The worksheet on page 2 will adjust your withholding allowance based on standard deductions, certain credits, adjustments to income, or two-earner/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. City of times of dependency care expenses and the child tax credit may be figured using the Personal Allowances Worksheet below. See Pub. 505 for information on claiming your other credits no withholding allowance.

Nonwage income. If you have a large amount of nonwage income, such as interest of dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax if you have personal or family income, see Pub. 555, to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job. Figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be more accurate when all allowances are claimed on the Form W-4 for the highest paying job and non allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1362, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After you are W-4 takes effect, use Pub. 505 to see how much you are earning without taxes to project your total tax for 2014. See Pub. 505, especially if your earnings exceed $36,000 (single) or $18,000 (Married). Future developments, information about any future changes to Form W-4, must be sent to us at irs.gov/efile.

Personal Allowance Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent.

B Enter "1" if:
- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.

C Enter "1" for your spouse. But you may choose to enter "0-5" if you are married and have either a working spouse or more than one job. (Entering "0-5" may help you avoid having too little tax withheld.)

D Enter number of dependents (other than your spouse or yourself) you claim on your tax return.

E Enter "1" if you will be head of household on your tax return (see conditions under Head of Household above).

F Enter "1" if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit under Child Tax Credit (see Pub. 505, Child and Dependent Care Expenses, for details).

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

H If your total income will be less than $36,000 ($36,000 if married), enter "2" for each eligible child; then less "1" if you have three or less eligible children or less "2" if you have seven or more eligible children.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first and middle initials
2 Your social security number

3 Single
4 Married
5 Married, but legally separated, or spouse is a nonresident alien

City or town, state, and zip code

4 Your last name differs from that shown on your social security card.

Check here. You must call 1-800-777-2421 for a replacement card.

5 Total number of allowances you are claiming from line H above or from the applicable worksheet on page 2

6 Additional amount, if any, you want withheld from each paycheck

7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability,
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt here."

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature

Date

Employer's name and address (Employer complete lines 8 and 9 only if sending to the IRS)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10209C
# STATE OF GEORGIA EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE

<table>
<thead>
<tr>
<th>1a. YOUR FULL NAME</th>
<th>1b. YOUR SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2a. HOME ADDRESS (Number, Street, or Rural Route)</th>
<th>2b. CITY, STATE AND ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 – 8**

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter “0” in the brackets beside your marital status.)

<table>
<thead>
<tr>
<th>A. Single: Enter 0 or 1</th>
<th>4. DEPENDENT ALLOWANCES [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Married Filing Joint, both spouses working: Enter 0 or 1 or 2</td>
<td>5. ADDITIONAL ALLOWANCES [ ] (worksheet below must be completed)</td>
</tr>
<tr>
<td>C. Married Filing Joint, one spouse working: Enter 0 or 1 or 2</td>
<td></td>
</tr>
<tr>
<td>D. Married Filing Separate: Enter 0 or 1 or 2</td>
<td></td>
</tr>
<tr>
<td>E. Head of Household: Enter 0 or 1 or 2</td>
<td>6. ADDITIONAL WITHHOLDING $</td>
</tr>
</tbody>
</table>

## WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES
(Must be completed only if step 5 is greater than zero)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
   - Yourself: ☐ Age 65 or over ☐ Blind
   - Spouse: ☐ Age 65 or over ☐ Blind Number of boxes checked ______ x 1300 ______ $ ______

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:
   - A. Federal Estimated Itemized Deductions _____________ $ ______
   - B. Georgia Standard Deduction (enter one): Single/Head of Household $2,300 Each Spouse $1,500 $ ______
   - C. Subtract Line B from Line A _____________ $ ______
   - D. Allowable Deductions to Federal Adjusted Gross Income _____________ $ ______
   - E. Add the Amounts on Lines 1, 2, and 20 _____________ $ ______
   - F. Estimate of Taxable Income not Subject to Withholding _____________ $ ______
   - G. Subtract Line F from Line E (if zero or less, stop here) _____________ $ ______
   - H. Divide the Amount on Line G by $3,000. Enter total here and on Line 5 above _____________ $ ______
   (This is the maximum number of additional allowances you can claim. If the remainder is over $1,500 round up)

7. LETTER USED (Marital Status A, B, C, D, or E) TOTAL ALLOWANCES (Total of Lines 3 - 5)
   (Employer: The letter indicates the tax tables in the Employer’s Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.
   a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here ☐
   b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is _____________ . The state of residence must be the same to be exempt. Check here ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct for pay period the additional amount listed above.

Employee’s Signature ___________________________ Date _____________

Employer: Complete Line 8 and mail entire form only if the employee claims over 14 allowances or exempt from withholding. If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, P. O. Box 49432, Atlanta, GA 30305.

9. EMPLOYER’S NAME AND ADDRESS: ___________________________ EMPLOYER’S FEIN: ___________________________

EMPLOYER’S WHT#: ___________________________

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.
## Employment Eligibility Verification

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statement or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (See Instructions)
- [ ] A lawful permanent resident (Alien Registration Number/USCIS Number): _________________

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _______________. Some aliens may write "N/A" in this field. (See Instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ____________________________

OR

2. Form I-94 Admission Number: ____________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

- Foreign Passport Number: ____________________________
- Country of Issuance: ____________________________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See Instructions)

<table>
<thead>
<tr>
<th>Signature of Employee:</th>
<th>Date (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

<table>
<thead>
<tr>
<th>Signature of Preparer or Translator:</th>
<th>Date (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
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<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<td></td>
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</table>
You have multiple options to receive your pay, as listed below. Please review them and make your selection by initating your choice and signing below.

**DIRECT DEPOSIT** I select direct deposit for disbursement of my pay.

I hereby authorize my employer Clark Atlanta University to initiate deposits of my net pay into the account at the financial institution shown on the attached personal check ("Financial Institution") and further authorize Financial Institution to credit the account indicated with the deposits. If funds to which I am not entitled are deposited to my account, I authorize deits from my account and the return of such funds. This authority is to remain in effect until University or Financial Institution has received notification from me of termination of such authorization in such time and such manner as to afford University and Financial Institution a reasonable opportunity to act on those instructions or until University or Financial Institution cancels the direct deposit arrangement.

I have attached a voided personal check.

Account Type:  
- Checking  
- Savings

**MONEY NETWORK SERVICE** I have upgraded my Campus Card and I select to use the following option:

Upgraded Money Network Campus Card. The Money Network Campus Card ("Card") provides a dependable, safe, optional, and convenient way to receive and access my pay on and after each payday morning with the following features: (i) eliminates the need to pick up my paycheck or wait for it to be mailed; (ii) immediate, worldwide access wherever the Card is accepted for ATM cash withdrawals, bank-branch withdrawals, and store purchases (including "cash back"); (iii) money transfers to a personal or joint checking account; and (iv) free balance inquiries by phone. There is no monthly service charge for the Card as long as I am employed by University. Many Card transactions are free, but there are fees for other transactions, and Money Network Checks can be used to access funds free of charge.

Money Network Routing Number: ____________________________
Money Network Account Number: ____________________________ (obtain online or from Money Network Customer Service after upgrade of your Campus Card; this is not your Card Number)

I authorize University to disburse my pay according to the selection I initated above. I understand that I can change my pay selection at any time in the future by submitting a new Pay Selection Form (subject to the time it takes University to implement the change). I authorize University to share my name, address, date of birth, Social Security Number, and related personal information with the issuing bank and/or the Program Manager to facilitate payment of my wages using the Service, and as provided in the Terms and Conditions of the Service.

Signature ____________________________  
Employee Number ____________________________  
Date ____________________________

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</tbody>
</table>

**Total Authorized and Approved Work Hours**

29.00

**Instructions:**
EPAF BASICS FOR FWS