

Authorization to Work 2019 Summer

Summer May 11 – August 30

Name: _____ is authorized to start Summer Student employment through Marlboro College. The above student has completed all of the necessary paperwork to seek employment at the College. These wages are FICA taxable earnings. Please complete the information below and return this form to **Payroll BEFORE** the student begins work.

****First day students may begin '19 work is May 11, 2019****

All wages for this authorization will be charged to 01-50750-** and will be approved based on funds budgeted on this line.

Department Name: Project (Dept.) Code #
Position Title: Hours per Week:
Summer Rate/Hour \$10.78 or Supervisor \$11.28
Start Date: End Date:

I understand and agree to follow the rules and regulations related to student employment as set forth in the Student Employment Handbook: https://nook.marlboro.edu/public/offices/student_employment

<input type="text"/>	<input type="text"/>
Supervisor Signature / Printed Name	Date
<input type="text"/>	<input type="text"/>
Student Signature / Printed Name	Date
<input type="text"/>	<input type="text"/>
Budget Manager Signature / Printed Name	Date
<input type="text"/>	<input type="text"/>
Payroll Approval / Printed Name	Date

For HR use only (below):

W-4/State Completed	<input type="checkbox"/>	VT Declaration of Healthcare Coverage Form Completed	<input type="checkbox"/>
I-9 Completed	<input type="checkbox"/>	Ethnicity-Race-Gender Form	<input type="checkbox"/>
SSN verified	<input type="checkbox"/>		
Direct Deposit Form	<input type="checkbox"/>		