

2015-2016 Work Study Eligibility Form

Return completed form to:

Linda Jacobs, Office of Admissions & Financial Aid
Sage Hall, Room 5B

This form is required for all students seeking F&ES Work Study positions.

Returning Work Study Students who have already submitted the below employment forms need only complete this F&ES Work Study Eligibility Form. Incomplete or unsigned applications/forms will not be processed and will be returned to the student.

Students may not begin work until the following requirements are fulfilled:

1. *Eligibility is confirmed by the Office of Admissions & Financial Aid*
2. *The following employment form must be completed and returned to F&ES Human Resources (Sage Hall, Room 31)*
 - **State Tax Withholding Form CT W-4**
 - **The Federal Tax Withholding Form W-4, I-9 and Direct Deposit** forms are completed via your Inbox on-line at www.myworkday.com/yale
3. Once the **Federal Employment Eligibility Verification Form I-9** is completed, finalize it by taking acceptable ID (<http://www.uscis.gov/i-9-central/acceptable-documents>) and visiting any one of the locations listed at <http://www.yale.edu/hronline/employeeservices/documents/yale-i-9-centers>

All employment forms are available from F&ES Human Resources, Yale Student Employment (246 Church Street, Lower Level, Room B05) and online at <https://www.yalestudentjobs.org/>

International students may wish to discuss tax implications with representatives of the Yale International Tax Office.

STUDENT INFORMATION (To be completed by the Student)

Date _____ Student ID # _____ Hire Date _____

Name _____ Net ID _____ Date of Birth _____

E-mail address _____ Telephone # _____

Is this your only job at Yale? () Yes () No

If no, where else do you work? _____ Supervisor's Name _____

STUDENT JOB INFORMATION (To be completed by the Supervisor)

Job Title of Work Study position (as it appears on the Yale Student Employment website; include reference number, if possible)

Student is being hired for the () Academic Year or () Fall only or () Spring only

Work Study students may not work more than 19 hours per week when classes are in session and 40 hours per week during academic breaks (hours represent total of hours worked at all jobs at the University). A supervisor's signature on a weekly electronic timesheet is required to verify and approve hours worked.

Student's Signature _____

Date _____

Supervisor's Signature _____

Date _____

PTAO (back-up) _____

For office use only:

Job Ref. No. _____ Financial Aid Verification of Eligibility () Yes () No FA initials _____ Date _____