



Office of Student Financial Services
 Wilberforce University
 1055 N. Bickett Rd, P.O. Box 1001
 Wilberforce, OH 45384-1001



Federal Work Study Employment Change Form 2011-2012

Student Name: _____

ID#: _____

Email _____

The above named student has expressed an interest in employment through the Federal Work Study Program in your department. The directions below will assist you in completing this form and facilitate the work study hiring/payroll process. Please allow 7-10 days for processing, this will be effective by the beginning of the next pay period. Your support and cooperation is greatly valued and appreciated.

- Determine if your needs and the students interest, experience and objectives are compatible.
- Determine the scheduled work days and hours
- Establish a day and time for the student to report to work.
- Sign and date the referral acceptance form.

The student will be working for this office/department.

Date: _____

Previous Supervisor's Signature: _____

Previous Supervisor's Printed Name: _____

Previous Department: _____ Student Title _____

New Supervisor's Signature: _____

New Supervisor's Printed Name: _____

Department: _____ Student Title _____

*****Supervisor's please maintain a copy of this document*****

For Payroll use only	
SFS Date Completed:	Payroll Date Completed:
New Pay Rate:	Payroll Adjusted: Y N Payroll Administrator Initials:

Effective Payroll Date: