

Student Financial Aid

650 East Parkway South Memphis, Tennessee 38104 (901) 321-3305 • Fax (901) 321-3227 **finaid@cbu.edu**

Student First Name:	Student Last Name:	
Student ID: 899	Student Email:	_@cbu.edu

EACH STEP MUST BE COMPLETED PRIOR TO WORK		
1.	Verify funding source with Financial Aid. IWS FWS	
2.	Supervisor needs to provide the following information about the student's employment:	
	Supervisor's Name:	
	Student Position:	
	Indicate Hourly Pay Rate: Level 1	
	Level 2 \$per hour	
	Level 3 Intern Position approved by Career Services	
	Career Services Approval Signature	
	Hire Date://	
	Start Date:// *Cannot start until I-9 approved by HR (See step 3 below)	
	Department:	
	3-Digit Organization Code to be charged:	
3.	Complete I-9 & W-4 Forms in Human Resources located in Thomas Center 115.	
	HR signature verifying I-9 was completed :	
	Date://	
4.	Return completed form to Financial Aid, Barry Hall 21, for submission to payroll.	
5.	This original completed form (along with the Student Responsibility of Employment Agreement) MUST be turned in to hiring supervisor before working.	
6.	Please understand that the last day of employment is the last day of the current academic calendar and a new checklist must be completed each academic year.	

I commit to working for the above department and agree to provide ample notice should I choose to resign or work for another department on campus.

Student Signature _