

**FEDERAL WORK-STUDY
JOB LISTING/PAYROLL AUTHORIZATION FORM
Fall 2009/Spring 2010**

PLEASE TYPE ALL INFORMATION
DON'T FORGET Department number and Cost Center

Department Name: _____

Supervisor/Contact Person(s): _____

Address/Speed Sort: _____

Telephone Number: _____ E-Mail: _____

Department Number: _____ Office Hours: _____

Preferred Number of Hours Needed to Work: _____

Will There Be Any Work During Evenings? _____ Weekends? _____

If So, What Hours? _____ Number of Positions Available: _____

Do You Want Your Position Included In The Work-Study Job Listing? NO ___ YES ___

Position Title: _____

Job Description: (Be Specific): _____

Special Skills Required: _____

Comments: _____

COLLEGE / DEPARTMENT MATCHING REQUIREMENT (17%)

UK Colleges or Departments are required to pay seventeen percent (17%) of the gross wages paid out to their Federal Work-Study student(s). This amount will automatically be charged to the Colleges or Departments SAP account.. Please provide us with a SAP cost center and we will charge this account for the **17% departmental match** after each bi-weekly payroll.

Note: WBS elements may not be used.

College/Department Name: _____

Cost Center: _____ Background Check CC: _____

Authorized Signature: _____ Print Name: _____

***Your signature gives FWS the authorization to initialize a Background Check as needed for any students designated as new hires by Human Resources. HR will charge your department for the cost of the Background Check.

Return this form to: Federal Work-Study Office, 128 Funkhouser Building - 0054

This form can also be completed on the Web at

[www.uky.edu/eForms/forms/FWS Job Listing Authorization Form.pdf](http://www.uky.edu/eForms/forms/FWS_Job_Listing_Authorization_Form.pdf) and then printed out and faxed to 257-4398 or forwarded by e-mail to Jeannie Kelty at jeannie.kelty@uky.edu.
