

**FEDERAL WORK-STUDY
JOB LISTING/PAYROLL AUTHORIZATION FORM
Summer 2020**

Job Title: _____

Department Name: _____

Address: _____

Post Job on IES? Yes No Does this position have Supervisory responsibilities? Yes No

Required Education: _____

Required Related Experience: _____

Preferred Education/Experience: _____

Physical Requirements: _____

Shift/Hours: _____

Job Summary: _____

Skills/Knowledge/Abilities: _____

Preferred Major(s): _____

Primary Contact Name: _____ Primary Contact's Phone: _____

Immediate Supervisor's Name: _____ Supervisor's Phone: _____

Job Open Date: _____ Deadline to Apply: _____

Driving Responsibilities: Yes No Supervisor's Backup: _____

Require Resume? Yes No Require Cover Letter? Yes No

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 college or departmental cost center provided below. Charges will be posted according to the bi-weekly payroll schedule.

Note: WBS elements may not be used.

17 % Cost Center: _____ Background Check CC: _____

5-Digit Department #: _____

Person to Receive 17% Charge Detail Information: _____

Email address: _____

Signature: _____

Typed Name: _____

Return completed form to FWS@uky.edu

