

# PRESBYTERIAN COLLEGE

## 2025-2026 Student Employment Authorization Form

### How can we help?

Office of Financial Aid

503 South Broad Street

Clinton, SC 29325

864.833.8288 | [finaid@presby.edu](mailto:finaid@presby.edu)

**\*\*New and returning students should NOT begin work until the student and supervisor have received an email of job approval. All student workers must submit appropriate documentation as required by Federal Laws and they must be cleared through the E-verify process before working\*\***

### Section 1: To be Completed by Student

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

PC Email: \_\_\_\_\_ Cell#: \_\_\_\_\_

- |  |     |    |
|--|-----|----|
| 1. Are you currently employed with another department on or off campus?              | YES | NO |
| If yes, which department and how many hours will you work for this department? _____ |     |    |
| 2. Do you want to continue to work with this department as well?                     | YES | NO |

### Section 2: Request for Hire – To be completed by Student Supervisor. MUST BE FILLED OUT COMPLETELY!

Department Name:	Dept. Org #:	*Rate of Pay:
Supervisor Name:	Student Position:	Start Date:
Supervisor Email:	Requested Work Hrs per week:	End Date:
New Hire <input type="checkbox"/> Rehire <input type="checkbox"/>	*Off-Campus Rate of Pay is \$12.25*	
Years student has worked within Department _____	*See Student Employment Handbook for Pay Scale	

### Section 3: Signatures

Signing below affirms that both parties will:

- Notify the Office of Financial Aid immediately if any changes to employment are made.
- Ensure that the student will **NOT** begin work until after the student is cleared through E-Verify, and they have received an email from the work study coordinator.
- The student should monitor their work-study allotment (as indicated on their financial aid award) each time period, so it will not be exceeded.
- Submit completed and signed timesheets, or approve time clock by the 15<sup>th</sup> of each month.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### Section 4: Financial Aid Office Approval

____ FWS ____ CWS	Total Year Award Amt:	Approved Rate of Pay:	Approved Hours Per Week:
Comments:			
Financial Aid Office Approval:		Date:	

### Office Use Only:

WSA \_\_\_\_ I-9 \_\_\_\_ W-4 \_\_\_\_ E-verify Completed \_\_\_\_ RPAAWRD \_\_\_\_ Banner \_\_\_\_ Direct Deposit \_\_\_\_

Students' pay rates will be determined by their campus department longevity under the PC Student Employment Program.

Academic Years Worked within Department		
1 <sup>st</sup> Year	\$7.25 per hour for College Work-Study	\$9.50 per hour for Federal Work-Study
2 <sup>nd</sup> Year	\$7.50 per hour for College Work-Study	\$9.75 per hour for Federal Work-Study
3 <sup>rd</sup> Year	\$7.75 per hour for College Work-Study	\$10.00 per hour for Federal Work-Study
4 <sup>th</sup> Year	\$8.00 per hour	\$10.25 per hour for Federal Work-Study

All first-time federal work-study student employees will earn \$9.50 per hour.

All first-time college work-study student employees will earn \$7.25 per hour.

There are exceptions to the above guidelines, Peer Tutors, Athletic Tutors, and Federal Work-Study students who work for an approved off-campus organization will be paid the following rates regardless of how long they have worked. Peer Tutors and Athletic Tutors are eligible for the \$.25 each year.

New Tutors	\$9.25 per hour
Returning Tutors	\$9.50 per hour
Off-Campus Federal Work-Study	\$12.25 per hour

\*An example, if a student is a sophomore, but has never worked under the PC Student Employment Program (Work-Study), that sophomore student will be paid \$7.25 per hour.

\*If a student has worked for Department A for one academic year and worked for Department B for two academic years. The student going into in the 24-25 academic year could earn \$7.50 per hour working for Department A and earn \$7.75 per hour for working for Department B if the student chose to resume both jobs.

**The student does not have to have worked for a certain amount of time within the academic year.**

You as the supervisor can use your discretion to decide if your student employee should receive the increased pay rate.

It will be the supervisor's responsibility to indicate the appropriate wage for each student employee on the Student Employment Authorization Form signed each year.

**Again, the increased rate only applies if the student has worked within your specific department before, not for any other department.**

You as a supervisor can deem it necessary to not approve an increased pay rate for a student employee.

You also need to be aware that an increased rate for a student can affect the number of hours a student can work based off their work-study award amount. It is the student's responsibility to be aware of how much they are earning and if they are close to hitting their maximum. I will email and notify the student and supervisor if the student reaches their limit and needs to stop working.

Please contact Tiara Jones at [workstudy@presby.edu](mailto:workstudy@presby.edu) with any questions.