Work Study Overtime Authorization Form

Work-study students may only work 20 hours per week unless approved in advance by the department chair or director, the vice president of finance, and the vice president of academic affairs. This form may authorize the work-study assistant to work a maximum of 30 hours per week (6 hours per day).

Student Name: _______________________________  ID number:_________________

Month: _______________________________

Details of overtime work to be done:
_______________________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________________

Reason for overtime:
_______________________________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________________________

Supervisor:

Signature _______________________________  Date _________________

Department Chair/Director:

Signature _______________________________  Date _________________

Chief Academic Affairs:

Signature _______________________________  Date _________________

Chief of Staff:

Signature _______________________________  Date _________________