

Work Study Overtime Authorization Form

Work-study students may only work 20 hours per week unless approved in advance by the immediate supervisor and the Career Services Manager. This form may authorize the work-study assistant to work a maximum of 40 hours per week.

Student Name: _____ **ID number:** _____

Month: _____

Details Description of the Work:

Reason for overtime:

Immediate Supervisor

Name: _____ Signature: _____

Provost

Name: _____ Signature: _____