

Departmental Authorization and Approval Form For WEB Student Hire System

Authorization to Enter Hire Information and Approve Hire Information in the Student System

I understand by completing this form, I am authorizing this staff member to access the VIP student hire system and approve any student hire transaction for this department. This staff member also has authority to enter the hire information for any graduate, work study, or undergraduate student. I will review or have another staff member review the monthly payroll expenditure report to verify all transactions made by this individual were authorized by this department.

If at any time, I wish to revoke this authority for any reason, I will notify the Payroll Department immediately in writing.

Staff member Name (Please Print)

Last four digits of SSN

Staff member Signature

Office telephone number

This staff member is authorized to enter and approve Student Hire transactions for Department Number(s) _____.
(Example: 62070 –Payroll)

Departmental Approval:

(Vice President, Dean or Department Chair)

Date

Name of Second Approver if needed: _____