



On Campus Work-Study Approval Request

2025-2026 (Covers Fall 2025, Spring 2026 and Summer 2026)

Request for Work Study students must be initiated by the department through the work-study referral form. Any request made verbally or any other method may be denied.

To Be Completed By Employing Department:

Student's Name: * (?)

Student ID: * (?)
(9 Digit ID Number)

Work Study Student Status * (?)

Employee number for Student (?)
For returning work study student only

Employing Department: (?)

Employing Dept. Budget ID: * (?)
(Part Time Budget Code Only)

Campus of Work-Study (site): * (?)

Budget # to be charged (if applicable): * (?) ☐ Federal Work Study Budget Code- 61401.5276.8741.576.100
☐ Texas Work Study Budget Code- 61402.5446.8761.576.100
☐ Other

*

- ☐ I understand the conditions and limitations for employing Work Study students within my department. I will monitor the above listed student's hours (not to exceed 19.5) and their work-study earnings. Departments who do not monitor their student's hours and exceed the 19.5 hour allotment or the semester award amount, will be responsible for those expenses (wages).

**Supervisor Name
Responsible for
Certifying Time: * (?)**

**Supervisor
Employee Number:
(?)**

**Supervisor Email: *
(?)**

Phone Number: * (?)

**Campus of
Supervisor: * (?)**

**Supervisor Position
Number: (?)**

**Supervisor
Signature
Responsible for
Certifying Time: * (?)**

Submit