

UNENCUMBER WORK STUDY FUNDS FORM

PURPOSE

This form is to be used by law students leaving one Work Study job to work another.

INSTRUCTIONS

Submit completed forms directly to the School of Law Student Employment Program Office within the Office of Library Administration, located on the main floor of the Law Library.

University of Connecticut
School of Law
Student Employment Program
39 Elizabeth Street
Hartford, CT 06105

Fax Completed Form To:
(860) 570-5104

Phone: (860) 570-5109

E-mail: Lisa.Ouellette@law.uconn.edu
Susan.Severo@law.uconn.edu

Website
<http://www.law.uconn.edu/students/employment/>

SECTION 1: Student Information		
Last Name	First Name	MI
Student PeopleSoft ID	Social Security Number*	
SECTION 2: Details of Former Employer		
Department Name	Telephone Number	Payroll UBOX Number (Office Use Only)
Name and Signature of Former Departmental Contact/ Supervisor		
I have informed my supervisor that I will no longer be working for this department: <input type="checkbox"/> Yes <input type="checkbox"/> No		
I have received payment for all hours owed to me (i.e. I am not owed money.) <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, when was the last day that you worked for the department?	
If the last day of employment falls within the current pay period, how many hours did you work during this pay period?		
SECTION 3: Details of New Employer		
Department Name	Telephone Number	Payroll UBOX Number (Office Use Only)
Name and Signature of New Departmental Contact/ Supervisor		
SECTION 4: Student Authorization		
<i>I certify that the information recorded above is true and accurate. I authorize the Office of Student Financial Aid Services – Student Employment to unencumber Work Study funds and finalize my Work Study payroll authorization as specified.</i>		
_____ Student's Signature	_____ Date	

*Your Social Security Number has been requested to facilitate the processing of your financial aid application; to communicate with another institution at your request; or as mandated to process payroll, monitor federal student loan(s) or process veteran's benefits.

OFFICE USE ONLY	Initials	Date
1. Final hours/earnings were calculated, and the former WS payroll authorization was finalized.	_____	_____
2. The new department was contacted and informed that a new WS payroll authorization may be entered for the student.	_____	_____