



# VANDERBILT UNIVERSITY

## PRE-AUTHORIZATION OF CENTER NUMBER USAGE FOR FWS EMPLOYMENT

The intent of this form is to enable department representatives, who do not have budget signature authorization, to hire FWS students at the FWS Job Fair and at the beginning of the busy academic year. However, this form is only valid through October 31, 2009. After this time, departments must obtain authorized signature(s) on the FWS contracts for all hires after that date. Please have staff bring ample copies of this form to the FWS Job Fair to attach to any student contract(s) they wish to employ. There will not be a copy machine available.

The following center number(s) have been reviewed and approved by the Department Budget Officer or Dean to charge Federal Work-Study (FWS) student employee's wages for the 2009-2010 academic year. This form will authorize Student Employment, in the Office of Student Financial Aid, to charge your departmental center number for no more than 40% of the student's earnings. The remaining percentage of wages will be charged to the Federal Work-Study center.

If, during the course of the academic year, a change in a center number is required, please complete a **CHANGE IN STUDENT EMPLOYMENT STATUS (CISES)** form and submit to Student Employment. This form is located in the forms section of the Student Employment Website: [www.vanderbilt.edu/studentemployment](http://www.vanderbilt.edu/studentemployment).

Department Name: \_\_\_\_\_

Home Dept. #: \_\_\_\_\_ Mail Drop ID: \_\_\_\_\_

Dept. Contract Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Listed below are the approved center number(s):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Budget Officer's/Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PRE-AUTHORIZATION Q&A

- Q. What is a “pre-authorization of center number usage for FWS employment” for?
- A. A “pre-authorization of center number usage for FWS employment” forms allow a department representative to hire FWS students at the FWS Job Fair and at the beginning of the Academic year up till October 31<sup>st</sup>, 2009.
- Q. Who is our budget officer?
- A. A budget officer is a representative in your office who has budget signature authorization. If you are unsure who this is, please contact your supervisor or ask another member of your department.
- Q. What happens after October 31<sup>st</sup>, 2009?
- A. After October 31<sup>st</sup>, 2009 the pre-authorization form is no longer valid. A budget officer or dean will have to sign the contract before sending it to Student Employment.
- Q. What happens if no pre-authorization, budget officer or dean’s signature is provided with the contract?
- A. If it is not signed by the appropriate official then your FWS student’s pay will be delayed. A budget officer or dean will have to sign the contract before sending it to Student Employment.
- Q. What if I use a center number that is not listed on the pre-authorization?
- A. Either a budget officer or dean will have to sign the contract before sending it to Student Employment or another pre-authorization can be sent/faxed to our office with the new center number.