

## **Authorization for Student Employment Earnings**

The purpose of the University work-study/campus employment program is to stimulate and promote the part-time employment of students who are in need of the earnings from that employment to meet their educational needs.

*Students must choose how they will receive payment for their student employment. Please check one of the two options below and sign. If this form is not received, Human Resources will assume that the student is choosing Option 2.*

☐ **Option 1** – I hereby authorize that \_\_\_\_\_% of my employment earnings be applied directly to my university bill. This authorization will remain in effect through the Fall and Spring semesters of the current school year unless I complete this form again requesting a change. I further understand that if I choose 100%, I will not receive a paycheck; and if I choose less than 100%, the remaining percentage will be direct deposited into my bank account

☐ **Option 2** – I hereby authorize MVNU to pay 100% of my employment earnings directly to me via direct deposit.

Student Name (print): \_\_\_\_\_ MVNU ID# \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return completed form to MVNU Payroll Office in Human Resources (the Parry Building).*