

## WORK STUDY

GRANTEE APPROVAL (Signature)

(Please Print)

DEPARTMENTAL APPROVAL (Signature)

(Please Print)

**INFORMATION:**

- A) A completed **Confirmation for Hiring** form must be signed by both the employer and student and returned to the Awards Office before payment can be made
- B) Payroll will automatically adjust employee's wages by 4%vacation pay
- C) Forms received after due date will be processed on the next payroll run.  
Manual Cheques will not be issued

[illegible]