LAWRENCE UNIVERSITY
Faculty Grant Statement for Student Employment

SUPERVISOR: Please complete a separate form for each student you employ. If student was denied work for lack of funds, please complete the top section only and send to Leslie Trudell in Briggs Hall.

Student's Full Name _____ LU ID: _____

_____ _____

Supervisor's Name (Please Print) Supervisor's Department

Name of the grant(s): _____

If student was denied work, note the amount of funds DENIED: $_____(STOP HERE)

GRANT INFORMATION:

Check one: ☐Grant is INTERNALLY funded ☐Grant is EXTERNALLY funded ☐Matching funds

The nature of the student's work: ☐Research ☐Outreach ☐Other_____

Please attach a copy of the approval notice for grant funding or offer a brief synopsis: _____

_____

_____

_____.

PAYROLL DETAILS: ☐Summer Employment ☐School year ☐Both

Student will be employed from (date): _____ Employed to (date): _____

☐Pay a flat salary ☐Pay an hourly wage ☐Other compensation (award, reimbursement, etc.)

If "other" compensation, please explain: _____

_____.

☐Amount listed is pre-tax ☐Fixed amount (promised after taxes) ☐Not taxable income

Amount	Account No. *(correct format):* _ _ _ _ _ _ - _ _ _ _ - _ _ _ _ _ - _ _ - _ _ _ *(fund) (org) (account) (prog) (activity)*
$	
$	

Note: All wages are subject to taxes. Students working during the school year only do not pay FICA taxes. Reimbursements and scholarship awards are not considered taxable income. Please contact student payroll with questions regarding taxable income.

Please contact LESLIE TRUDELL at x6739 if you have any questions, or to report any changes in student's work status at any time before or after the start date.

Return completed form to the Briggs Hall Office

Last Revised: 10/9/07