

**JU STUDENT EMPLOYMENT PROGRAM
AUTHORIZATION TO WORK: HOURLY & CONTRACT 2024-25**

Already have DD set up

over min wage must attach brief justification of

BOX NOT FOR HOURLY WORKERS

CIRCLE ONE - Contract

Contract Start Date:

Contract End Date:

JU Student ID #:

Student Social Security Number:

GPA to participate. Employment is "At Will" and a student
time by the employing department. Students are not permitted to work more than 20 hours week in all of their
combined jobs on campus.

Student Signature:

Supervisor Signature:

Approver Email Address:

Department Supervisor Signature:

Program Type: **FWS 12-00-84210-61430** (if student runs out of FWS, we will use UNIV please provide the budget #)

Circle SVP over this area is: Kristie Gover – Sherri Jackson

FUND CODE:

DEPT CODE: -

Hourly Wage: 13.00 (Min wage, will auto increase with state increase)

Date of Hire:

rate)

FINAID - Prior Approval Needed

Check Request

As part of this contract, Jacksonville University reserves the right to alter policies and practices as well as terminate student employment based on the following provisions:

Position Title:

Department: _____, 2800 University Blvd N, Jacksonville

Florida 32211

FWS and/or UNIV: _____ Student Worker

Student Title: Student Worker

of Positions: _____ for the full duration of the academic year (August-April)

Basic Skills:

Contact: _____ at 904-256-_____ or _____@ju.edu



Employment Eligibility Verification
Department of Homeland Security

USCIS
Form I-9
Rev. 08/14/2012

[REDACTED]

[REDACTED]

START HERE: Employers must ensure the form (instructions are available to employers when completing this form) is filled out correctly.

[REDACTED]

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax.

[Redacted area]

Department of the Treasury
(name) *Bayanina Sandoz*

Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

[Redacted area]

Step 1 *Personal Information* **Married joint filer. If you're a separated filer, see Notice 2025-10.**

1 *First name and last name* _____

2 *Home address (street, apartment, or rural route)* _____

3 *City or town, state, and ZIP+4®* _____

4 *Employer's name* _____

5 *Employer's address (street, apartment, or rural route)* _____

6 *Employer's city or town, state, and ZIP+4®* _____

7 *Employer's federal identification number (EIN)* _____

8 *Employer's phone number* _____

9 *Employer's fax number* _____

10 *Employer's email address* _____

11 *Employer's website* _____

12 *Employer's business type* _____

13 *Employer's business code* _____

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Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld

Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work. Submit a separate Form W-4 for each job.

Step 2(h) – Multiple Jobs Worksheet (Keep for your records)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only**

[Redacted area]

Higher Deduction Job Lower Deduction Job Annual Taxable Wage & Salary

[Redacted area]

Annual Taxable Wage & Salary	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
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[Redacted area]