EMPLOYMENT AUTHORIZATION FORM (EAF)

YOU MUST COMPLETE THESE STEPS BEFORE YOU START A NEW WORK-STUDY JOB.

STEP 1
Complete personal information in Section 1. Bring this form with you when applying for work or interviewing for a Work-Study job.

STEP 2
After you are hired, read the acknowledgement statement and sign in Section 2. Then give the form to your supervisor.

STEP 3
SUPERVISOR & BUDGET AUTHORITY will complete job details, sign, and fill in wage and codes. The form will be returned to you.

STEP 4
Bring signed form to the Career Center. CDC staff will process I-9 & W-4 forms, verify your award and job, sign off and stamp the EAF yellow copy. CDC will send form to HR Payroll Dept. to get you on Pacific’s payroll. HR will create a new timecard and send it to your supervisor.

START WORK
Your supervisor will contact you when he or she has received your new timecard from Human Resources Payroll Department. At that point, you are approved to start work.