

Work-Study Employer - Yearly Agreement

To be completed by the employer

This form is to be completed and submitted by the Work-Study Off-Campus Employer on a yearly basis. By typing your name and date, you are verifying that all information provided is accurate and that you are agreeing that you have read and understood all Work-Study Employment materials listed on this document.

Name of Agency

Address

City, State

ZIP

Tax Exemption ID Number

Date

Primary Contact **Name**

Primary Contact **Email**

Primary Contact **Email**

Payroll (Billing Statements) Contact **Name**

Payroll (Billing Statements) Contact **Email**

Payroll (Billing Statements) Contact **Phone #**

Student Employee Supervisor Contact **Name**

Student Employee Supervisor Contact **Email**

Student Employee Supervisor Contact **Phone #**

HireUTexas Contact **Name**
(Post positions and Job Fairs)

HireUTexas Contact **Email**

HireUTexas Contact **Phone #**

Important Documents for Work-Study Employment Are Located at <https://finaid.utexas.edu/work-study/off-campus-employers/>

Please review:

Off-Campus Employer Training

Work-Study Timesheet

Work-Study Sign-Up Sheet

Billing Statement

Billing Statement for Tutors

Work-Study Balance Sheet

Paycheck Receipt Form

Separation Form

NOTE:

If you have questions about any of these materials, please contact the Work-Study Employment office for clarification. The Off-Campus Employer Guide lists all of the steps required and includes examples. By signing this document, you agree to follow the process outlined in these materials.

Please Attach and Upload:

Agency's Pay Periods and Pay Dates
(Direct Deposits and Paper Checks)

Signature

Date

Submit via email at Incomin.atyitmjnp8c25g3j@u.box.com

To view forms online, visit finaid.utexas.edu/work-study/off-campus-employers/