

Work Authorization Card Instructions-Chrome

- 1) Make sure your Outlook Email is open from your desktop computer and not through MAVzone. The WAC card **will not** send through MAVzone
- 2) Open the WAC card link from Payroll's website.

Student Payroll Supervisor Forms

New Student Worker Form

The Work Authorization Card is used to hire student(s) who've not worked for your Org before.

***Please note you have to download and save the WAC card onto your computer and use the saved file to fill out and submit. The file that opens from the link will not allow you to submit. Please see instructions below.**

Work Authorization Card ←

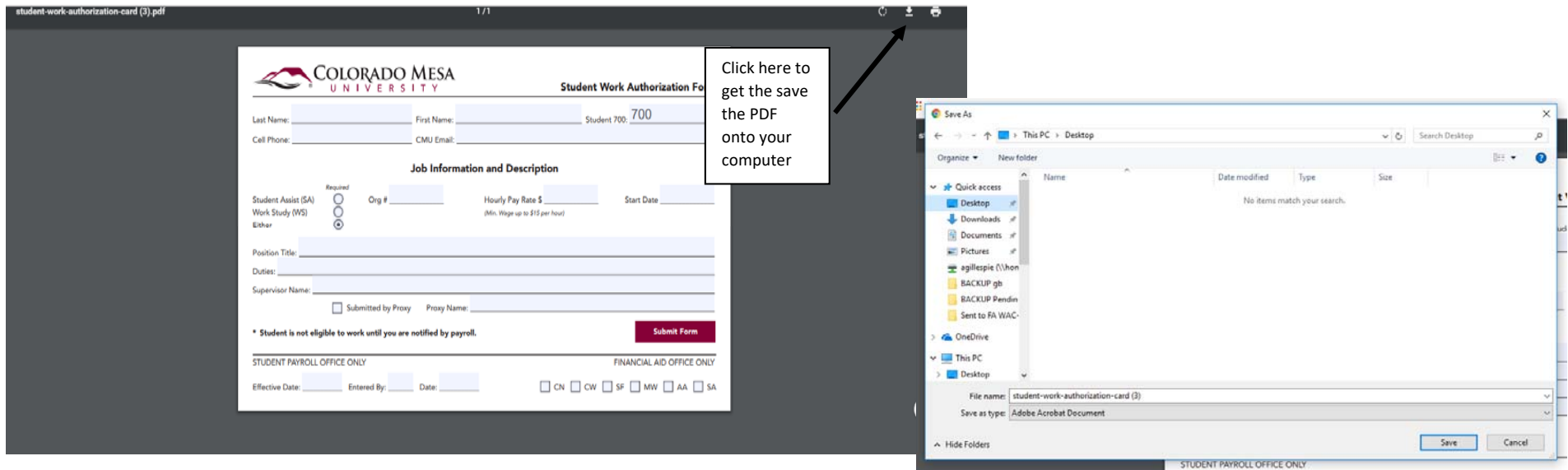
- 3) Once the WAC card opens, you will want to download the file and open with Adobe Acrobat DC.

The screenshot shows a Chrome browser window with the URL <https://www.coloradomesa.edu/accounting-financial-services/documents/student-work-authorization-card.pdf>. The PDF document is titled 'Student Work Authorization Form' and includes fields for personal information, job details, and payroll information. A callout box labeled '1' points to the download icon in the browser's address bar. A callout box labeled '2' points to the 'Download Adobe PDF' option in the Adobe Acrobat context menu.

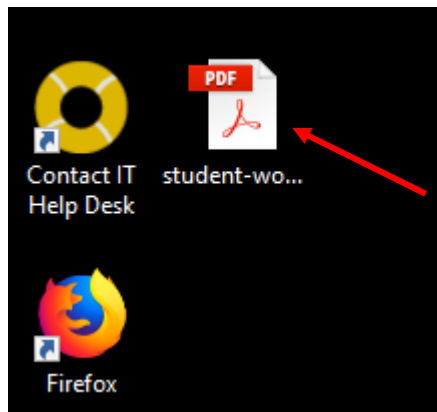
The screenshot shows the 'Student Work Authorization Form' PDF. A callout box labeled '3' points to the bottom left corner of the form. A text box explains that the Adobe file will show in the bottom left of the screen and should be clicked to open.

Once you hit Download Adobe PDF, the Adobe file will show in the bottom left of the screen. Click the file to open.

- 4) After the WAC card opens, you will want to do a file Save As and save the WAC card on your computer
- a. If your department hires a lot of student, you can save this file to your computer and use it as a master copy. Then you do not need to go to Payroll's website every time you need to fill out a WAC card for a student.



- 5) After saving, close out of the WAC card, go into where you saved it on your computer, and reopen it.



6) After reopening the file, fill out all the information in the red boxes and then hit submit

a. Before hitting submit, make sure to have your Outlook email open.

Funding Choices	
Student Assist	Select this option if the student will be paid from your department's budget.
Work Study	Select this option if the student must have work-study funds in order to work in your department. (MAVworks is a type of work-study funding)
Either	Select this option if your department would like to pay from work-study funding if the student has it available but your department still wants to hire them under student assist if they do not have work-study funding.

COLORADO MESA UNIVERSITY Student Work Authorization Form

Last Name: First Name: Student 700:

Cell Phone: CMU Email:

Job Information and Description

Student Assist (SA) Work Study (WS) Either Required

Org # Hourly Pay Rate \$ Start Date
(Min. Wage up to \$15 per hour)

Position Title:

Duties:

Supervisor Name:

Submitted by Proxy Proxy Name:

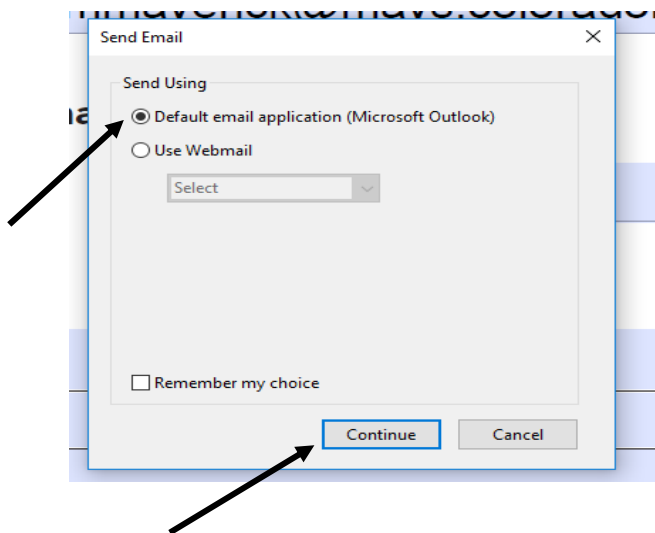
* Student is not eligible to work until you are notified by payroll.

STUDENT PAYROLL OFFICE ONLY FINANCIAL AID OFFICE ONLY

Effective Date: Entered By: Date:

CN CW SF MW AA SA

7) After hitting submit, you will get the prompt below. Make sure the Default email application (Microsoft Outlook) is selected and hit continue.



- 8) This will open a new Outlook message that defaults to send to CMU Payroll.
 - a. Change the subject line to include the students name
- 9) Then hit send to submit the WAC card to Payroll.
 - a. You can check your Sent folder in Outlook to make sure the email was sent to Payroll

