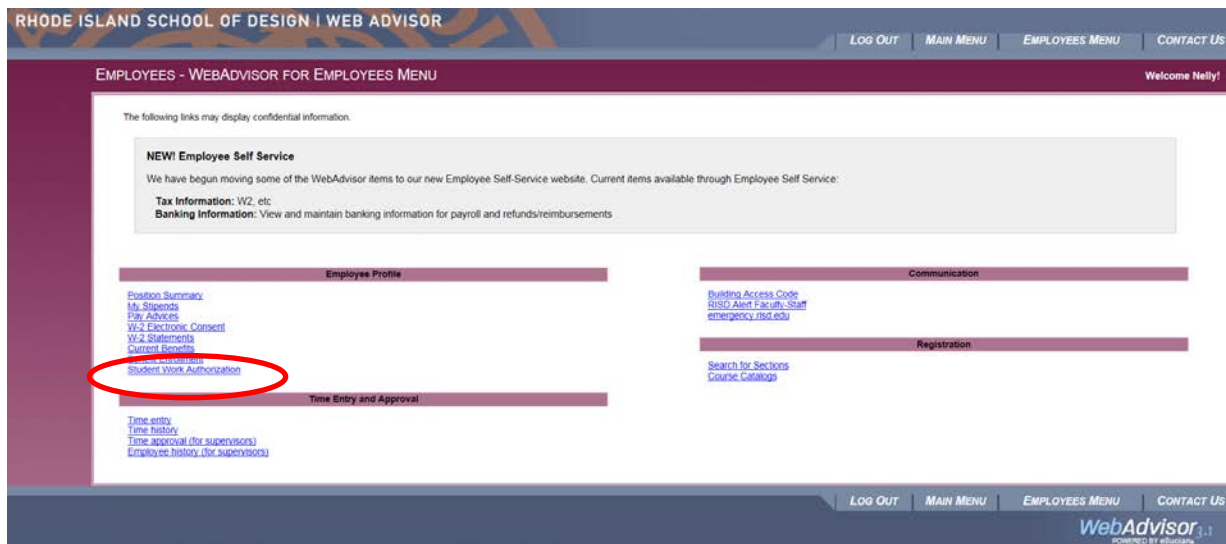


Work Authorization Form Instructions

Log in to WebAdvisor



Select Student Work Authorization from the menu



Type student last name or ID#

Work Authorization Form Instructions

Select student

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EMPLOYEES Welcome Nelly!

Student Work Authorization - Student Employee Lookup

Select One	Student ID	Name	Active Program	Anticipated Grad Date	Current Advisor	Recent Program	Recent Term
<input type="radio"/>	1384354	DeLuca, Brianna	BFA.FAV	06/16	Mr. John Terry		2017FA

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Select your role-are you the primary or alternate supervisor

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Student Work Authorization - User Role and Department

* = Required

Student has submitted necessary forms to begin working.

Student: 1384354 Brianna DeLuca
Auth By: 1044740 Nelly Hoffens-Vargas

W4 Form On File?: Yes
I9 Form on File?: Yes

Your Role:
Department:

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Type the last name or ID# of the alternate supervisor

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Student Work Authorization - Select Addt Supervisor

Alternate Supervisor:

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Work Authorization Form Instructions

Select student position, start & end date. If you don't have an end date leave 08/31/18

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Student Work Authorization - Position Selection

Student Id/Name: 1384354 Brianna DeLuca
Primary Supervisor: 1044740 Nelly Hoffens-Vargas
Alternate Supervisor: None assigned
Department: Student Financial Services

Student Position: *

Is the position you need not in the list? Contact Nelly Hoffens-Vargas at 454-6634 / nhoffens@risd.edu

Employment Start Date: * End Date: 08/31/18

Will this position be working with minors?

[Protection of Minors Policy](#)

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Student Work Authorization - Position Selection

Student Id/Name: 1384354 Brianna DeLuca
Primary Supervisor: 1044740 Nelly Hoffens-Vargas
Alternate Supervisor: None assigned
Department: Student Financial Services

Student Position: *

Is the position you need not in the list? Contact Nelly Hoffens-Vargas at 454-6634 / nhoffens@risd.edu

Employment Start Date: * 09/02/2017 End Date: 08/31/18

Will this position be working with minors?

[Protection of Minors Policy](#)

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Funding GL account confirmation

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Student Work Authorization - Funding GL Account Confirmation

Student Id/Name: 1384354 Brianna DeLuca
Primary Supervisor: 1044740 Nelly Hoffens-Vargas
Alternate Supervisor: None assigned
Department: Student Financial Services

Student Position: * 196LOAN Loan Assistant
Employment Start Date: * 09/01/2017 End Date: 08/31/18

Will this position be working with minors? No

Funding GL Account Number: 10 - 50 - 19001 - 50200 - 0000

If you have any questions, please contact Nelly Hoffens-Vargas at 454-6634 / nhoffens@risd.edu

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Work Authorization Form Instructions

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Student Work Authorization - Authorization Submitted

Authorization #: 21
Status: Pending

Student Id/Name: 1384354 Brianna DeLuca
Primary Supervisor: 1044740 Nelly Hoffens-Vargas
Alternate Supervisor: 1044740 Nelly Hoffens-Vargas
Department: Student Financial Services
Student Position: 166LOAN Loan Assistant
Employment Start Date: 09/01/2017 End Date: 09/31/2018
Funding Account #: 10_50_19001_50200_0000
Provides guidance, control or supervision of minors? No

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