

This is a fillable form—you can type information into the blanks below and then select the submit by email button to distribute to all offices listed.



OHIO NORTHERN UNIVERSITY

Office of Financial Aid

WEB TIME ENTRY
PAYROLL APPROVAL FORM

Student Name: _____ ID Number: _____
(Print) (Must Be Completed)

Department: _____ Position Number: _____

Student E-mail: _____ 4 Digit Budget Code: _____

Today's Date: _____ Employment Start Date: _____

Supervisor Name: _____ ID Number: _____
(Print) (Must Be Completed)

Supervisor Position Number: _____

Who will be your Approval Proxy in your absence?

(Print)

Please Check this box if you are not the designated approver for this student work study position

PLEASE RETURN TO THE OFFICE OF FINANCIAL AID

*** MAKE ADDITIONAL COPIES AS NEEDED ***

All lines must be filled in or the form will be considered incomplete and returned for completion.

If you are unsure of your work study position number, please contact the Human Resources Office.