

# MULTIPLE WORK-STUDY EMPLOYMENT FORM

STUDENT'S NAME: \_\_\_\_\_ UNIQUE ID: \_\_\_\_\_

Federal College Work-Study and Duke Work-Study recipients who anticipate working at more than one location on the Duke University payroll system must have each employer sign the Multiple Work-Study Employment Form to insure that the total earnings do not exceed the work-study allocation of the student.

The **Primary Employer** and **Secondary Employer** must both keep a copy of this completed form for their records. Another copy must also be sent to the **Office of Student Loans & Personal Finance, Box 90755** OR scanned and emailed to [studentloans@duke.edu](mailto:studentloans@duke.edu).

Questions and concerns regarding this form or work-study in general may be sent to [studentloans@duke.edu](mailto:studentloans@duke.edu).

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## ***TO BE COMPLETED BY EMPLOYERS ONLY:***

The student indicated above has been awarded a work-study allocation. Please check the student's Work-Study Verification Form for the type of work-study award and total allocation.

**PRIMARY EMPLOYER:** I understand that the student listed above will be employed in a secondary position requiring work-study funds.

Department	Department Cost Object	<a href="#">Org Key</a>
Amount Student Will Earn	Anticipated Start Date	Anticipated End Date
Print Name	Signature	Date

**SECONDARY EMPLOYER:** I understand that the student listed above will be employed in a primary position requiring work-study funds.

Department	Department Cost Object	<a href="#">Org Key</a>
Amount Student Will Earn	Anticipated Start Date	Anticipated End Date
Print Name	Signature	Date