

**LAWRENCE UNIVERSITY**  
**Faculty Grant Statement for Summer Student Employment**

**SUPERVISOR:** Please complete a separate form for each student you employ. If a student was denied work for lack of funds, please complete the top section only and send to Leslie Trudell in Briggs Hall.

Student's Full Name \_\_\_\_\_ LU ID: \_\_\_\_\_

Supervisor's Name (Please Print) \_\_\_\_\_ Supervisor's Department \_\_\_\_\_

Name of the grant(s): \_\_\_\_\_

If student was denied work, note the amount of funds DENIED: \$ \_\_\_\_\_ (STOP HERE)

**GRANT INFORMATION:**

Check one:  Grant is INTERNALLY funded     Grant is EXTERNALLY funded     Matching funds

The nature of the student's work:  Research     Outreach     Other \_\_\_\_\_

**Please include a brief description of the work/research the student will perform:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**PAYROLL DETAILS:**

Dates in Summer Student will be employed from (date): \_\_\_\_\_ Employed to (date): \_\_\_\_\_

Pay a flat salary     Pay an hourly wage     Other compensation (award, reimbursement, etc.)

If "other" compensation, please explain: \_\_\_\_\_  
\_\_\_\_\_.

Amount listed is pre-tax     Fixed amount (promised after taxes)     Not taxable income

<u>Amount</u>	<u>Account No.</u> (correct format):    - - - - -    - - - - -    - - - - -    - - - - - <i>(fund)                                      (org)                                      (account)                                      (prog) (activity)</i>
\$	
\$	

**Note:** All wages are subject to taxes. Students working during the school year only do not pay FICA taxes. Reimbursements and scholarship awards are not considered taxable income. Please contact student payroll with questions regarding taxable income.

Please contact LESLIE TRUDELL at x6739 if you have any questions, or to report any changes in student's work status at any time before or after the start date.

*Return completed form to the Briggs Hall Office*