

# Work Authorization Process

Student

# How to start a Work Authorization

FAQ PAGE FOR ACADEMIC LABS, DYNAMIC FORMS LOGINS

## Academic Lab, Dynamic Forms Logins FAQ

Below are some of the most frequently asked questions about the Academic Lab Logins and WSO2/Dynamic Forms Single Sign On. We will add new items as questions arise.

- How do I log in?
  - Log in using your 900# (ex. 900123456) & your Academic Labs Password.
- Where do I go to log into Dynamic Forms?
  - The new Single Sign On (SSO) version of Dynamic Forms may be found here: [NMT Dynamic Forms Dashboard](#).

# Steps to complete a Work Authorization

The student will start the Work Authorization in Dynamic Forms.

When the form is opened the students Name and Email will automatically auto fill. The student will have to fill in all the information shown in the picture.

Timer  Hide  
45 minutes

**\* = required field**  
**Some content may be updated based on selection**



## STUDENT WORK AUTHORIZATION

A student must be registered as a regular full-time student and/or meet Financial Aid guidelines for employment in order to receive funds under this agreement.  
Students with two jobs CANNOT exceed 20 hours per week and 40 hours per pay period.  
*-Students who exceed these hours could be subject to disciplinary action up to and including termination.*

**Student Information** 900XXXXXX

First Name: \* Alexandria Last Name: \* Armendariz Student ID:  \*  
Email: \* Phone: \*  
Address: \*  
City: \* State: \* -- Please Select -- Zip: \*  
Student Type: \* -- Please Select -- Are you an International Student? \* -- Please Select --  
Anticipated Graduation Date: \*  Work Study Type: \* -- Please Select -- Need to check? Click [HERE](#) to access Banweb.  
\* (click to sign) \_\_\_\_\_  
Student Signature Date

After the student is done adding the information needed they will submit the Work Authorization.

After the Work Authorization is submitted it will go to the Supervisor.

Students can check if they have work study through this link.

**Emergency Contact**

Name: \* Relationship: \* Work Phone: \*  
Address \* City: \* State: \* -- Please Select -- Zip: \*

# Supervisor Information

Is your Supervisor also the Department Chair? \*

Yes

When everything is filled out and the Supervisor submits the Work Authorization it will then go to Financial Aid.

The Supervisor will need to fill out all the information needed

## Job Information (to be completed by Supervisor)

Compensation Type: \* Hourly

Position Code:

Job Title \* Technology Support Student

Rate of Pay \* \$ 15.00

Department \* ACT

Index Number \*  % 100

Phone \* (575) 835-5294

Index Number  %

Work Location \* Speare

Room 106

The supervisor will need to fill out the Anticipated Begin and end date. They will need to add the dates according to the pay periods.

Anticipated Start Date: 01/28/2026

Anticipated End Date: 08/01/2026

Is this position funded with a Sponsored Project Award? \* No

If the position is sponsored by a Project Award the supervisor will choose from the drop down.

Is approval needed by the Cost Accounting and Reporting Department? \* No  
[See Fund List Below:](#)

105xxx Internal Services (except Fac Mgt)  
122xxx F&A Return

23xxxx Gifts and Grants and Discretionary  
24xxxx Endowment Spending Funds

27xxxx Service Centers  
28xxxx Specialized Service Facilities

Whom would you like to receive the final copy?:

Only Myself

Bureau of Geology

# Financial Aid Information

Financial Aid will receive an email when the Work Authorization is ready to be filled out.

During the summer break all students will have to be under department funds. There is NO work study during summer. The supervisor will need to submit a new work authorization for summer if the student is under work study.

When the work authorization is opened Financial Aid will then need to go through all the information provided and check the students information needed for the work authorization.

Account: \*  Current I-9 on File? \*  Position Code:  

Authorization Dates: From:  Thru: \*

Amount:  Aid Year: \*  Hours Enrolled: \*

If less than full-time, does this student have a waiver in place?

After the information is added and checked financial aid will then sign the form to be sent to HR for their signature.

# Additional Supervisor Information (must ask questions and need to know)

If the student is using work study funds the supervisor will need to monitor the fund usage. When the student is getting close to using all their funds for work study the supervisor will need to contact The Financial Aid Office.

Is your Supervisor also the Department Chair? \* Yes

## Job Information (to be completed by Supervisor)

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Job Title \* Technology Support Student      Rate of Pay \* \$ 15.00

Department \* ACT      Index Number \*  % 100

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Work Location \* Speare      Room 106

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Whom would you like to receive the final copy?: Only Myself      Bureau of Geology

You can submit a work authorization for up to 6 months at a time

A student can only have 2 jobs and their work study can be split between two jobs

Supervisors must be aware of the start and end dates for the student.

# Work Authorization Emails

Work Authorizations will be under Departmental Funds in the Summer. If the student is under work study they will need to submit a new work authorization and be placed under departmental funds.

## Approved Work Authorization

Your work authorization process has been completed by the Financial Aid office. Once payroll completes their process, you are clear to either continue or start working. Your supervisor should be notified of your specific start date as that is the preferred communication method.

Please be aware until **Payroll has completed processing all documents** you will not be able to access your electronic timesheets. You will need to use a paper timesheet and manually track your hours until Payroll sets up your electronic timecard in [Banweb](#).

### Summer Credits Based Hours:

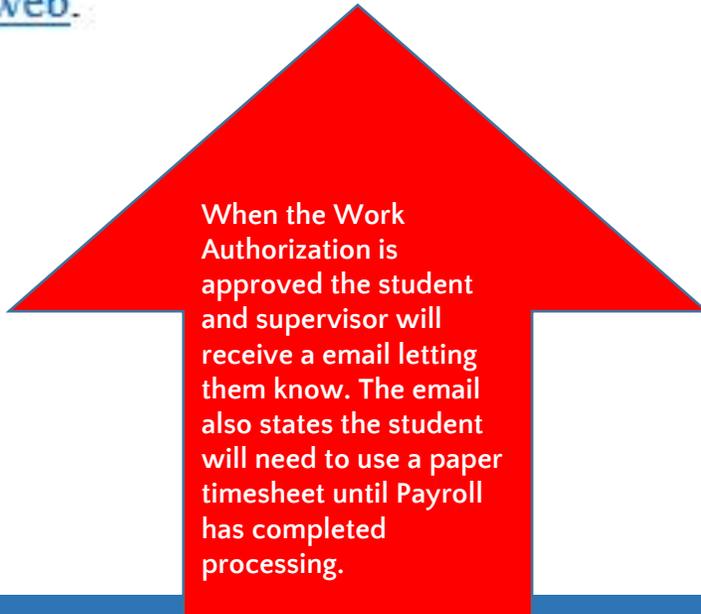
0-2 credits – up to 40 hours per week

3-5 credits – up to 30 hours per week

6 + credits – up to 20 hours per week

Let me know if you have any questions.

Sincerely,



When the Work Authorization is approved the student and supervisor will receive a email letting them know. The email also states the student will need to use a paper timesheet until Payroll has completed processing.

# Work Authorization Emails

## I9 required

Hello Student,

We received your Work Authorization and need further information to process it.

First, you will need to fill out an I-9 and W-4 form, through Dynamic Forms

## [I9 Form](#)

## [W-4](#)

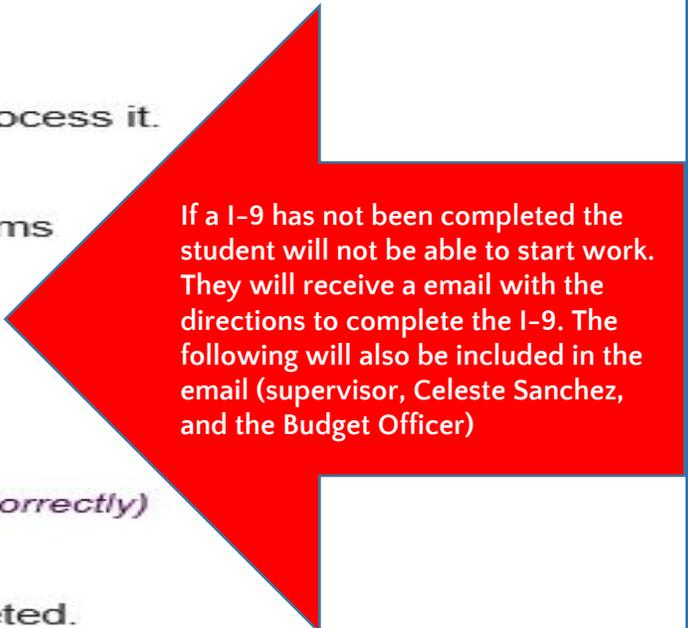
*(If using autofill, please make sure the City, State, and Zip Code have filled in correctly)*

Students **may NOT** begin working until the full process below is completed.

Once you have filled out the I-9 and W-4 form, you must present your documents **in person to the Budget & Analysis office**, located in Brown Hall, Room 114. Please refer to this [List of Acceptable Documents](#), only **ORIGINAL** documents are accepted, photos or copies are not accepted. You can provide one (1) document from list A, **\*\*OR\*\*** one (1) document from List B **\*\*AND\*\*** List C.

Once you have completed the process, the Budget office will reply to this email with your start date.

Thank you and please let me know if you have any questions or concerns.



If a I-9 has not been completed the student will not be able to start work. They will receive a email with the directions to complete the I-9. The following will also be included in the email (supervisor, Celeste Sanchez, and the Budget Officer)

# Work Authorization Emails

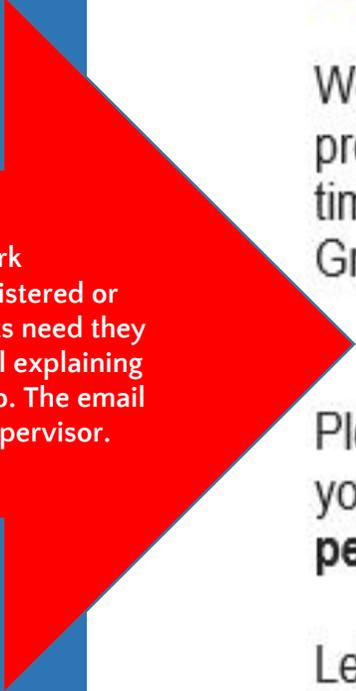
Use this email if they are not registered for the fall semester

We received your request for a work authorization. Please be advised that we cannot proceed with your request unless you are registered for a summer course and/or for full time courses (12-credit minimum for Undergraduates or 9-credit minimum for Graduates). If you are graduating, you may request a [reduced credit waiver](#).

Please let me know once you have completed the form so we can continue processing your work authorization. In the meantime, please be advised that you **are not permitted** to begin working until receiving the go ahead from our office.

Let me know if you have any questions.

Sincerely,



If the student submits a work authorization and is not registered or not registered for the credits need they will receive a detailed email explaining what they are needing to do. The email includes the student and supervisor.

# End of Work Authorization Process

The final signature needed to complete the Work Authorization is Payroll. After Payroll has signed the work authorization they will start processing.

## Human Resources:

Signature: \*

\_\_\_\_\_ Date

Comments:

W-4:

Other Form(s):

## Payroll:

Signature: \*

\_\_\_\_\_ Date

Comments:

Attachment:

The student will have to use a paper timesheet until they receive a email from payroll stating the process is complete and they will be able to use Banweb to complete a digital timesheet.



# Work Authorization Change Form

# Work Authorization Change Form

Work Authorization Change form is only used when needing to change Account Code.



## STUDENT WORK AUTHORIZATION CHANGE FORM

New Mexico Institute of Mining and Technology is an Equal Opportunity / Affirmative Action Institution.

The work authorization change form will be started by The Financial Aid Office. After it is submitted it will be emailed to the supervisor and payroll.

### Student Information

First Name: \*  Last Name: \*  Student ID: \*   
Email: \*  Department: \*  Job Title: \*

Financial Aid Office will fill out all the changes for the work authorization change form

CURRENT	CHANGE TO
Account Code: * <input type="text" value="-- Choose --"/>	Account Code: <input type="text" value="-- Choose --"/>
Index Code: * <input type="text"/>	Index Code: <input type="text"/>
Position Code: * <input type="text"/>	Position Code: <input type="text"/>
	Effective Date of Change: * <input type="text"/>

If amount of pay is needed to be changed a new work authorization will need to be submitted

When the Work Authorization Change form is submitted the Supervisor will receive a email.

Supervisor First Name: \*  Supervisor Last Name: \*  Supervisor Email: \*

### Approvals

# End of Work Authorization Change Form

## Approvals

**Financial Aid:** \*

(click to sign)

Date

Comments:

After all the information is correctly filled out Financial Aid will submit the change form and it will be emailed for signatures.

**Supervisor:** \*

Date

**Payroll:** \*

Date

Banner Effective Date of Change: \*

After the change form has all the signatures needed payroll will enter all the changes and use the effective date that the changes will start.

Save Progress

Submit Form