

**UNIVERSITY OF VIRGINIA  
Student Financial Services**

**EMPLOYER REQUEST FOR FEDERAL WORK-STUDY  
(FWS) STUDENT EMPLOYEES**

	<b>YOUR INFORMATION</b>
<b>Office/School:</b>	<b>School of Engineering &amp; Applied Science</b>
<b>Department:</b>	(Check): <b>BME</b> <b>CE</b> <b>CHE</b> <b>CS</b> <b>ECE</b> <b>ME</b> <b>MS</b> <b>SYSE</b> <b>STS</b> <b>OTHER</b> specify: _____
<b>Requestor:</b> (Dean, Director, FWS Supervisor, or other Authorized Person)	Requestor: & PTAEO for 30% charge:
<b>Requestor Email:</b> <b>Requestor Phone #:</b>	
<b>Admin Personnel:</b> (May be same as Requestor) Person who will use <i>CAVLink</i> , monitor FWS earnings, handle payroll, etc.	Supervisor :  Contact : Phyllis M. Bibb AWARD 70%: PROJECT-101-SR00195
<b>Admin Personnel Email:</b> <b>Admin Personnel Phone #:</b>	pmb9f@virginia.edu Phone #: 924-3594 Fax #: 924-8881

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED FORM and attached job description to: Phyllis M. Bibb  
SEAS HR and Payroll Office/Rm A 205, Thornton Hall**

**TK:** \_\_\_\_\_

**Job Description:**