



Student CARF

(Contract Authorization Request Form)
Student Institutional Employment
Fort Lewis College

Supervisor to initiate, complete, obtain signatures and submit to ecarfs@fortlewis.edu

Important Guidelines for Supervisors and new student employees:

- **Please submit all CARFs at least one week in advance to the student's start date** to ensure that all employment paperwork has been completed and they have been authorized to work.
 - Supervisors will complete the CARF form sign, and email to the student to sign and return to their supervisor.
 - Supervisors then email completed CARF(s) to ecarfs@fortlewis.edu one week prior to start date.
- **Students are required to complete their [New Student Employee Onboarding Paperwork](#) before their start date.**
- After CARFs have been processed supervisors and student employees will receive an email indicating that the job has been created and includes important information regarding their responsibilities and timesheet instructions.
- Please refer to the [Student Employment Handbook](#) for more information and [contact HR](#) with any questions.

Today's Date: _____

Job ID (for revisions only - can be found on the WebOpus timesheet) i.e. HS1001-01: _____

Student Employee Information: (Supervisor to complete)

Student's Name:
Last 4 of FLC ID#:
Job Title:
Start Date:
End Date:
Supervisor's Name:
Department:
Org Number:
Hourly Rate:\$
Raise: Check only if raise is given
Effective date of raise (if given):
Hours per week (Avg.):

Approvals (Signatures)

Employee	*Sponsored Research (If grant funded)
Date	Date
Supervisor	
Date	

EMAIL COMPLETED CARF TO: ecarfs@fortlewis.edu

Office Use Only	
Entered By	Date