



Student Work Authorization Form (Supervisor Instructions)

1. The Student Work Authorization form is initiated by the student. After the student completes their portion of the form, you will receive an email with a link to log into Dynamic Forms. The email will look as follows:



Kenny Aerts has submitted a Work Authorization Request which requires your approval.

Please follow the link below to continue processing of this request:

[Click here to complete your section of the form.](#)

2. After clicking on the link, you will be taken to the Dynamic Forms login page. If it is your first time, create a new account using your NMT email address as your username (i.e. [firstname.lastname@nmt.edu](#)). Please see the [Dynamic Forms Account Creation](#) instructions for more information.

Log In

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

3. Complete all required sections of the Job Information portion of the form. Please make note of the following while completing your portion:
 - a. Percentages to the right of Index Number are only required if you will be using more than one index number to pay the student.

Index Number *	<input type="text"/>	%	<input type="text"/>
Index Number	<input type="text"/>	%	<input type="text"/>

- b. If the position is funded by a sponsored project award, you must know the name and email address of the Sponsored Project accountant that oversees your account. This is so the work authorization can be routed to them for approval.

4. Electronically sign and date. Scroll down to the bottom of the form and click submit form.

<input type="button" value="Save Progress"/>	<input type="button" value="Submit Form"/>
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5. The form will continue to be routed for each additional approval. Once completed and entered by the Payroll Office, you will receive an email to access your copy of the form. You will need to follow the link, initial the form, and once again submit. After the final submission, you will have access to a link where you can view and download your PDF copy.

a.



The Student Work Authorization for: Kenny Aerts has been completed.
Please follow the link below to obtain the final copy for your records.
[Click here to complete your section of the form](#)

b.

Thank you! Your form has been submitted.

<input type="button" value="View Form PDF"/>
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