

Instructions for using the
Payroll Authorization Form (PAF) Multiple Student Entries
being hired in the same position.



1. Click on the Link Below to access the form
2. Complete the form with the first student's information on it and hold down the [control] key and click on Submit at the same time.
3. A new window tab will pop up with e-mail confirmation, Close that tab.
4. The original PAF should still be open, just go ahead and revise the student information, then hold down the [control] key and click on Submit at the same time again.
5. Repeat steps 2 and 3 for your list of students
- 6.

[Payroll Authorization Form for Multiple Student Entries](#)

For questions or assistance with this, contact Student Employment at claryv@xavier.edu or 745-4880.