STUDENT EMPLOYMENT CONTRACT
WORK-STUDY

Work-study employees may work up to 28 hours per week (total hours for all contracts) while school is in session and up to 40 hours per week when school is not in session.

EMPLOYMENT INFORMATION

Job Title: _____

Rate per Hour: $_____

Bloodbourne Pathogen Level (check one):

☐ level 3 (no risk) ☐ level 2A ☐ level 2AS ☐ level 1

Descriptions of the levels can be found under the online Supervisor's resources. Training is required for all levels other than 3.

Start Date: _____

Cost Center to be Charged:

_____ _____ _____
FUND ORGANIZATION PROG

Cost Center Title: _____

Hiring Dept. (if different): _____

Hours worked in excess of the student's award or the department's allocation will be charged as student assist.

EMPLOYER'S CERTIFICATION & AUTHORIZED TIMESHEET SIGNATURES: This is to certify that the above student has been hired by our department and that work performed will be in compliance with the student employment regulations found in the Supervisor's Handbook.

Supervisor responsible for time approval in HRS:

Printed name:_____

I have verified that this student has a work-study award.

_____
Signature Date

Back-up Supervisor responsible for time approval in HRS:

Printed name:_____

_____
Signature Date

Account Custodian:

Printed name: _____

_____
Signature Date

STUDENT INFORMATION

Name (please print):_____

Student ID#: _____

Campus email:_____

Local Phone:_____

Have you worked on campus (for UWS) and been paid through payroll within during the last 12 months?

☐ Yes ☐ No

Students who have not been employed on campus before MUST complete new-hire paperwork BEFORE they begin working. The forms are available in the Financial Aid Office and online. A criminal background check (conducted by the Human Resources Office) is also required of all new employees and of anyone who has had a 12-month break in employment.

I understand that it is my responsibility to review the online Student Employment Handbook and abide by the regulations.

I understand this agreement prohibits disclosure of all confidential or sensitive data to which I may have access through my campus employment, and that I am strictly prohibited from sharing that information in any form whatsoever. This includes verbal communication as well as written or copied transfer of documents. Any disclosure will be cause for immediate dismissal from campus employment.

I understand that I must maintain at least half-time status to remain eligible for work-study and that I must notify my supervisor of any changes to my award.

_____ _____
Student's Signature Date

For Office Use Only:

Enr. F____ Sp____ Sm____ F____

Empl ID: 00_____

Rec #: _____

☐ Budget Funding
☐ T&L Security
☐ WS loaded
☐ Indicator on

CBC:_____

☐ Y New Hire
☐ Y > 12 break
☐ Y Position of trust
☐ N Continuous empl.
☐ N <12 mo. break
☐ N Performer

Processed by:_____ Date:_____ Supv. notified:_____

R0711

SUPERVISORS: PLEASE KEEP A PHOTOCOPY OF THE COMPLETED CONTRACT FOR YOUR RECORDS. NO STUDENT MAY BEGIN WORKING UNTIL THE SUPERVISOR HAS RECEIVED NOTIFICATION FROM THE PAYROLL OFFICE THAT THE CONTRACT HAS BEEN PROCESSED.