

STUDENT EMPLOYMENT CONTRACT

EMPLOYMENT INFORMATION

Job Title: _____

Wage Rate per Hour: \$ _____

Preferred start date: _____

Work Study Cost Center to be Charged:

FUND ORGANIZATION PROG PROJ CODE

Cost Center Title: _____

Account Custodian: _____

Signature Date

Student Assist Cost Center to be Charged (if the same cost center as Work Study, write "same"):

FUND ORGANIZATION PROG PROJ CODE

Cost Center Title: _____

Account Custodian: _____

Signature Date

All contracts will be processed as Work Study first, if the student employee is work study eligible and the department/campus has available funding. If processed as a work study contract, hours worked in excess of the student's work study offer will be charged as student assist; a student assist contract will automatically be created by Student Employment.

Student Employment Resources:

Confidentiality Acknowledgement:

<https://www.uwsuper.edu/finaid/stemp/upload/Confidentiality-Acknowledgement.pdf>

Student Employment Handbook:

<https://www.uwsuper.edu/finaid/stemp/forms/upload/Student-Employee-Handbook-2020-2021.pdf>

Max Hours Calendar:

https://www.uwsuper.edu/finaid/stemp/upload/Max-Hours-Calendar-2020-2021_20200609104332_887718.pdf

Required Trainings Acknowledgement:

<https://www.uwsuper.edu/finaid/stemp/upload/Required-Training-Acknowledgement.pdf>

Direct Deposit Self-Service Instructions:

https://www.uwsuper.edu/finaid/stemp/upload/Self-Service-Direct-Deposit-Instructions_20200106111803_279091.pdf

W-4 Self-Service Instructions:

<https://www.uwsuper.edu/finaid/stemp/upload/W-4-Self-Service-Tip-Sheet.pdf>

Focus Card Information:

https://www.uwsuper.edu/finaid/stemp/upload/Focus-Card-FAQ_20200107101446_624577.pdf

Glacier Information:

<https://www.uwsuper.edu/finaid/stemp/upload/GLACIER-Entry.pdf>

STUDENT INFORMATION

Name (please print): _____

Student ID#: _____

Campus email: _____



The remainder of this contract must be completed via DocuSign – The Student Employment Office will be sending the contract via DocuSign and you'll receive an email from dse_NA3@docusign.net.

A criminal background check is required of all new employees and of anyone who has had a 12-month break in employment.

____ I understand I cannot begin working until I've received an email from the Student Employment Office indicating my contract has been processed, along with my start date.

____ I understand, have received, and have reviewed the Confidentiality Acknowledgement with my supervisor. This acknowledgement prohibits disclosure of all confidential or sensitive data to which I may have access through my campus employment. This agreement strictly prohibits me from sharing that information in any form whatsoever. Any disclosure will be cause for immediate dismissal from campus employment.

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

____ I understand I must follow the maximum hours allowed per week as stated in the Max Hours Calendar. Max hours per week allows for no more than 25.00 (20.00 for International student employees) hours/week, for all active student assist contracts.

____ I understand it is my responsibility to complete all trainings that are assigned to me within the specified time-frames as indicated by each respective department and/or office. A list, and due dates of each training is found in the Required Trainings Acknowledgement link.

____ I understand it is my responsibility to enter my Direct Deposit information after I've received notification of my official start date from the Student Employment Office. Failure to do so may result in automatic enrollment to the Focus Card.

____ I understand it is my responsibility to enter my W-4 (federal and state) after I've received notification of my official start date from the Student Employment Office. Failure to do so may result in inaccurate tax withholdings. International student employees must complete and submit Glacier paperwork for tax purposes.

Student's Signature

Date

Job Title:

Select a box next to the job title you are hiring (one Job Title/Contract) and select the wage/hour. (Determining wage rates, can be found under "Supervisor Resources & Forms" of the Student Employment website: <https://www.uwsuper.edu/finaid/stemp/supervisors.cfm>)

Title/Wage Rate Table

Job Titles	Level I	Level II	Level III
<input type="checkbox"/> Facility Attendant <input type="checkbox"/> Student Administrative Support <input type="checkbox"/> Education Assistant <input type="checkbox"/> Campus Support	\$8.00/hour	\$9.00/hour	\$10.00/hour
<input type="checkbox"/> Risk Services <input type="checkbox"/> Researcher <input type="checkbox"/> Technology	\$9.00/hour	\$10.00/hour	\$11.00/hour
<input type="checkbox"/> Student Supervisor	\$10.00/hour	\$11.00/hour	\$12.00/hour

EMPLOYER'S CERTIFICATION & AUTHORIZATION:

- I, as a supervisor to the student employee listed on this contract, certify that the student employee will not begin working until the student employee and supervisor(s) have received notification (via email) from the Student Employment Office that they may begin working.
- The student employee listed on this contract has been hired by our department and work performed will follow the student employment regulations found in the Supervisor's Handbook. Additionally, as a supervisor to the student employee listed above, I will review the Supervisor Handbook. <https://www.uwsuper.edu/finaid/stemp/supervisors.cfm>
- I, as a supervisor to the student employee listed on this contract, have given and reviewed the Confidentiality Acknowledgement with the student employee.
- I, as a supervisor to the student employee listed on this contract, will ensure the student employee has access, and reviews the Student Employment Handbook.
- I, as a supervisor to the student employee listed on this contract, will enforce the maximum hours allowed per week; these hours will be monitored, and regulations will be followed as described within the Max Hours Acknowledgement. <https://www.uwsuper.edu/finaid/stemp/upload/Max-Hours-Acknowledgement.pdf>
- I, as a supervisor to the student employee listed on this contract, will ensure all required trainings will be completed in the timeframe given to the student employee by the Student Employment Office.
- I, as a supervisor, am responsible for reviewing, editing, and/or approving the student employee's timesheets by the due dates given by UW-Shared Services. Questions and trouble-shooting regarding payroll will go through UW-Shared Services.

By signing this contract, you are certifying that you have read and acknowledge the statements listed above.

Primary Supervisor:

Back-up Supervisor:

Printed name: _____

Printed name: _____

Signature _____ Date _____

Signature _____ Date _____

Enrollment: Fall: _____ Spring: _____

EMPL ID: 00 _____

WS:
 Trainings Assigned
 Sup./SE notified

SA:
 Trainings Assigned
 Sup./SE notified

CBC: _____

- Y New Hire
- Y > 12 M break
- N Continuous
- N <12 M break
- N Performer

WS CONTRACT:

Rec #: _____

Dept ID: M _____

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

Processed by/Date: _____

CBC: _____

- Y New Hire
- Y > 12 M break
- N Continuous
- N <12 M break
- N Performer

SA CONTRACT:

Rec #: _____

Dept ID: M _____

- Budget Funding
- T&L Security
- WS indicator off

Processed by/Date: _____