

STUDENT EMPLOYMENT CONTRACT LUMP SUM - STUDENT ASSIST

Federal regulations limit international students to 20 hours per week (total hours for all contracts) while school is in session or up to 40 hours per week while not in session. All other student employees may work up to 40 hours per week (total hours for all contracts); however, it is strongly recommended that they do not exceed 28 hours while school is in session.

EMPLOYMENT INFORMATION

Job Title: _____

Contract start date: _____

Payment Options:

-Please submit a lump sum payment voucher. Payment Options for paying student employees are listed on the voucher.

Cost Center to be Charged:

FUND	ORGANIZATION	PROG
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Cost Center Title: _____

Hiring Dept. (if different): _____

EMPLOYER'S CERTIFICATION: 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 authorized to sign payment form:

Printed name: _____

Signature Date

Back-up Supervisor authorized to sign payment form:

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) before?

Yes No

Have you been paid through payroll within 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.

Student's Signature Date

For Office Use Only:

Enr. F ___ Sp ___ Sm ___ F ___

Empl ID: 00 _____

Rec #: _____

- Budget Funding
- T&L Security – coordinators only
- T&L Security – inactivate web clock
- WS indicator off

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: _____

**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.**