

# STUDENT EMPLOYMENT CONTRACT

Student employees cannot work more than 25.00 hours per week – while classes are in session – (total hours for all student assist contracts) to comply with the Affordable Care Act regulations. Federal regulations limit International students to 20.00 hours per week (total hours for all contracts) while school is in session.

## EMPLOYMENT INFORMATION

Job Title: \_\_\_\_\_

Rate per Hour: \$ \_\_\_\_\_

Intended start date: \_\_\_\_\_

### Work Study Cost Center to be Charged:

\_\_\_\_\_  
FUND ORGANIZATION PROG

Cost Center Title: \_\_\_\_\_

Account Custodian: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

### Student Assist Cost Center to be Charged:

\_\_\_\_\_  
FUND ORGANIZATION PROG

Cost Center Title: \_\_\_\_\_

Account Custodian: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

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

### EMPLOYER'S CERTIFICATION & AUTHORIZED TIMESHEET

**SIGNATURES:** This is to certify that the student listed 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.

**NO STUDENT MAY BEGIN WORKING UNTIL THE SUPERVISORS AND STUDENT EMPLOYEE HAS RECEIVED NOTIFICATION FROM THE STUDENT EMPLOYMENT OFFICE**

### Supervisor responsible for time approval in HRS:

Printed name: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

### Back-up Supervisor responsible for time approval in HRS:

Printed name: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

## STUDENT INFORMATION

Name (please print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

Campus email: \_\_\_\_\_



**STOP! The remainder of this contract must be completed in front of staff in the Student Employment Office, Old Main 110, once all New Hire paperwork has been submitted.**

A criminal background check is 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 I cannot begin working until I've received an email from the Student Employment office indicating my contract has been processed and indicating my start date.

\_\_\_\_\_  
Student's Signature Date

### For Office Use Only:

Enr. F \_\_\_ Sp \_\_\_ Sm \_\_\_ F \_\_\_ Empl ID: 00 \_\_\_\_\_

**WS CONTRACT: Rec #:** \_\_\_\_\_

**Dept ID: M** \_\_\_\_\_

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

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

- Trainings Assigned
- Sup./SE notified

CBC: \_\_\_\_\_

- Y New Hire
- Y > 12 break
- N Continuous empl.
- N <12 mo. break
- N Performer

**SA CONTRACT: Rec #:** \_\_\_\_\_

**Dept ID: M** \_\_\_\_\_

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

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

- Trainings Assigned
- Sup./SE notified

CBC: \_\_\_\_\_

- Y New Hire
- Y > 12 break
- N Continuous empl.
- N <12 mo. break
- N Performer