

# STUDENT EMPLOYMENT CONTRACT

Student employees must work an average of less than 30 hours per week – including summer work – (total hours for all student employee contracts) to comply with the Affordable Care Act regulations. Federal regulations limit international students to 20 hours per week (total hours for all contracts) while school is in session.

## EMPLOYMENT INFORMATION

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

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

Desired start date: \_\_\_\_\_

### Check one of the following:

Work Study  Student Assist (ran out of WS funds/allocation, if other, please explain):

### Cost Center to be Charged:

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

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

Hiring Dept. (if different): \_\_\_\_\_

If processed as a work study contract, hours worked in excess of the student's award or the department's allocation will be charged as student assist. A separate student assist contract must be turned in for the student to continue working.

**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.

### Supervisor responsible for time approval in HRS:

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

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: \_\_\_\_\_

Please review the following paragraphs. After reviewing, please initial the line next to each paragraph indicating you understand what you have read. Please contact the Student Employment Coordinator with any questions.

\_\_\_\_ Students who have not been employed on campus before MUST complete new-hire paperwork **BEFORE** they begin working. The forms are available in the Student Employment Office and online. A criminal background check 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 I am required to complete FERPA and Data Security trainings within 30 days of my start date. Failure to complete these trainings within this time-frame can lead to contract termination.

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

### For Office Use Only:

Enr. F \_\_\_ Sp \_\_\_ Sm \_\_\_ F \_\_\_

Empl ID: 00 \_\_\_\_\_

Rec #: \_\_\_\_\_ Dept ID: M \_\_\_\_\_

### WS Contract:

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

### SA Contract:

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

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

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

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

- Trainings Assigned
- Sup./SE 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 STUDENT EMPLOYMENT OFFICE THAT THE CONTRACT, AND ALL OTHER REQUIRED PAPERWORK, HAS BEEN PROCESSED.**