

Contract Process

There are two types of contracts a student employee can work under: Work Study and Student Assist. Before submitting a contract for processing, please make sure the following information has been filled:

- Job Title
- Rate per Hour
- Intended Start Date
- Work Study Cost Center, Cost Center Title, and Account Custodian's signature
- Student Assist Cost Center, Cost Center Title, and Account Custodian's signature
- Primary Supervisors – name, signature, and date
- Back-up Supervisors – name, signature, and date
- Student Employees Name
- Student ID Number
- Student's Campus email

A contract must include both the work study and student assist cost centers (if they are the same account you can write "same" in the student assist cost center information). If a contract is submitted for processing and isn't completely filled out, it will be returned to the primary supervisor for completion.

In an attempt to eliminate a student employee from beginning to work before their contract has been processed, as well as attempt to increase the number of work study eligible student employees (by completing their FAFSA), all student employees are to sign their contract in front of a staff member in Old Main 110. If a contract is submitted and the student employee has already signed the contract, the student employee will be asked, via email, to stop in the office, Old Main 110, to re-sign the contract.

Best practice: The primary supervisor will have the "Employment Information" section complete and will have the student employee stop in their office to complete the first three lines of the "Student Information" section. Once lines one through three have been filled in, the supervisor will have the student employee bring the contract to the Student Employment Office, Old Main 110, for processing. This new contract process applies to both current and new student employees.

As noted on page eight of the Supervisor Handbook, contracts must be submitted to the Student Employment Office at least five business days prior to the intended start date listed on the contract. Please note, this does not guarantee the contract will be processed by the intended start date; however, every attempt will be made to have it processed by the date indicated on the contract.

Effective Fall 2019, all contracts will be processed as Work Study if the student employee is eligible. If the student employee is eligible, but hasn't accepted their work study on the Financial Aid Award, the Student Employment Coordinator will send an email requesting the student either accept or decline their award. Once it has been accepted or declined, the contract will then be processed.

When the contract has been processed, the student employee and their supervisors will be emailed the official start date, as well as a copy of the completed contract (as an attachment). **Student employees cannot begin working until they've received this communication.**

Student Employment

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