



Student Employment Contract

Separate contracts must be completed for each semester and position the student will work.

Students must comply with vaccination or weekly COVID testing per Policy 1446.

Fall 2022

Semester: _____

☐

First-time Student Employee

☒

Returning Student Employee

☐

PSEO Student

☐

International Student

Student Name: Eliza Walters Pronouns (optional): she/her/hers

Student ID or StarID: 15538386 Date: 10/03/22

Are you related to any personnel on campus? Yes _____ No _____

If yes, related to: Name: _____ Relationship: _____

Student's Supervisor: Nicola Scott Department: CFI/TLC Grant

Supervisor's TechID and department CC (if known): 5670151 / CC: 305231

Student's Job title: Student Online Reviewer for Online Classes

Employment start date: 10/4/22 End date (if other than end of semester): 10/21/22

Hours per week (no more than 20/week or 8/day): _____ 4 reviews at \$40 each = \$160

Office Use Only:

Routing ID	_____	Financial Aid	_____
FWS (990722/0920)	_____	W-4	_____
SWS (990850/0960)	_____	I-9	_____
CF (017500/0910)	_____	FERPA	_____
Auxiliary	_____	Online Training	_____

Intl. students:

SSN: _____ I-20: _____ I-94: _____ TRIF: _____ Tax office: _____

Authorization Number: _____

Addl. authorizations: _____

Date authorized: _____

Date authorized: _____

Please read and sign the reverse, then return to Holly Israelson in Student Payment Office, S180.

Student Responsibilities:

1. I will complete a FAFSA, unless I am an international or PSEO student.
2. I will complete an I-9 form and any other necessary paperwork, including the online student employment training, before beginning work.
3. I will maintain registration requirements for the semester I am working. I must be enrolled at least half time (6 credits) if I am working during fall or spring semester.
4. I will comply with COVID vaccination or testing as required by Policy 1446.
5. I will inform the school if I am subject to court-ordered child support obligations which are required to be withheld from my income.
6. I will report to work on time.
7. I will ask my supervisor to be excused in advance if I am unable to work my assigned hours.
8. I will not work more than 20 hours per week or 8 hours per day without permission from my supervisor. Overtime is not permitted.
9. I will give my supervisor two weeks notice if I wish to resign.
10. I will be placed on work probation or be dropped from the work study program if I enter academic probation.
11. I will be dismissed if I violate work regulations.

Supervisor Responsibilities:

1. The supervisor will be responsible for verifying the accuracy of student timesheets and signing timesheets in a timely manner.
2. The supervisor will be responsible for submitting timesheets to payroll on a timely basis.
3. The supervisor will be responsible for submitting any requests for more than 20 hours per week to the Director of Business Services.
4. The supervisor and Student Payment Office will be responsible for monitoring student hours so that earnings do not exceed the student's allotment of total hours.
5. The supervisor will ensure adequate supervision commensurate with job duties and will be responsible for providing the training necessary for successful performance on the job.
6. The supervisor is responsible for informing the Student Payment Office of any changes in the student's employment (terminations, hours per week, etc.)

Note:

1. Unless otherwise noted, work study cannot be performed during a student's scheduled class time.
2. This contract ends either when the student has used up the allotted hours or by the established end date, whichever is first.
3. We cannot guarantee that you will earn the gross amount listed on the award letter. Changes in funding may affect your employment.

The information on this contract form is accurate. I have read and agree to the employment conditions of this contract.

Student Signature: _____ Date: _____

Supervisor Signature: Nicola Scott Date: 10/3/22