

Student Employment Certification Form 2007-2008

DATE:		ID NUMBER:	
NAME:	First: Last:	DEPARTMENT:	
SUPERVISOR:		COST CENTER:	
SUP. PO BOX #:		JOB TITLE:	
For HR Use Only Banner Position # : _____ Entered by: _____ Date Entered: _____		WAGE: Hrs per Week: _____	___ \$7.75/hr (Basic Rate) ___ \$8.00/hr (Returning Basic Rate or Hard – to – Fill Basic Rate) ___ \$8.25/hr (Advanced Rate) ___ \$8.50/hr (Advanced Returning Rate) ___ Other \$

**RETURN SIGNED COPY TO STUDENT EMPLOYMENT, ROOM 8 DERHAM HALL
YOU MUST HAVE A W-4 AND I-9 ON FILE OR YOU WILL NOT BE PAID**

- The authorized award listed above may be earned during the academic year. This amount represents the maximum gross amount you may earn and includes any wages earned during break times. You must terminate your campus employment immediately upon withdrawal from the College.
- Timecards are to be completed at the beginning and end of each workday. All timecards must be signed by you and your supervisor and are to be submitted to the Payroll Office at the end of each bi-weekly pay period.
- You may resign from this position upon providing a two-week written notice to your supervisor and to the Student Employment Office. The College assumes no obligation to reinstate any student who has terminated a student employment position.
- This offer of student employment is conditional upon satisfactory performance on the job.

STUDENT ACCEPTANCE:

I have read the above terms and the Student Employment Manual (available in its entirety on the web site: <http://minerva.stkate.edu/studentemploy.nsf/pages/employee/?OpenDocument&Expand=1>) or a hard copy format in the Student Employment Office. I understand and accept the work appointment under the terms stated above and in the Manual. I, further agree that, I will comply with the College rules as described in the Manual and understand that either the College or I can terminate my employment at any time for any reason.

Signature

Date

SUPERVISOR ACCEPTANCE:

I have read the Student Employment Manual (available in its entirety on the web site: <http://minerva.stkate.edu/studentemploy.nsf/pages/employee/?OpenDocument&Expand=1>) or a hard copy format in the Student Employment Office. I also agree to monitor student hours as listed above to insure the student does not exceed their award.

Signature

Date