



# Student Employee Payroll Notification

### INSTRUCTIONS:

This form must be completed, signed and submitted to the Human Resources / Payroll Office before the student's first day of employment.

### PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM:

1. Students will not be placed on the payroll until this form has been received and processed by the Human Resources / Payroll Office.
2. Student employees are not eligible to receive college benefits.
3. Student employees may be scheduled for up to 18 hour per week with supervisor approval. At scheduled breaks, this limit may be raised up to 28 hours per week.
4. Student employees should not work more than 28 hours per week.
5. Federal Work-Study and College Work-Study students must be enrolled and maintain satisfactory academic progress. Students using Federal Work-Study funds must maintain all eligibility criteria for federal student aid. College Work-Study students must be enrolled in at least six credit hours. ***\*Financial Aid office will verify.***
6. Student employment is at will. This means your student employment is subject to termination by you or your supervisor, with or without cause, with or without notice, and at any time.

### Position Details: *(hiring supervisor completes)*

Federal Work-Study     College Work-Study     Bright Experiences     Other

Budget Code (required): \_\_\_\_\_ Dept. \_\_\_\_\_ Start Date: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Rate of pay: \$ \_\_\_\_\_ /per hour

New Hire     Rehire     Termination     Pay Increase    Date: \_\_\_\_\_

Transfer from \_\_\_\_\_ budget code, to \_\_\_\_\_ budget code.

### Funding Verification

Federal Work-Study \_\_\_\_\_ *(student award amount - Financial Aid completes)*

College Work-Study \_\_\_\_\_ *(Student award amount - Financial Aid completes)*

Bright Experiences \_\_\_\_\_ *(Student award amount - Financial Aid completes)*

### Confirmation: *(signatures below indicate full understanding of all requirements above)*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Administrator/Budget Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*PROCEDURE:** Hiring Supervisor initiates and completes this form, signs and gets student signature, sends to financial aid to verify student academic status, then sent to Career Services. Career Services will then send to Human Resources/Payroll for processing