



# 2020-2021 Student Employment Contract

September 8, 2020 – May 7, 2021

## **STEP 1: To be completed by the STUDENT**

Student Name (please print): \_\_\_\_\_ Fisher ID: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_ ☐ New to the work study program  
☐ Returning to the work study program

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

This form serves as a contract to the job listed below. Students are required to obtain authorization from the Office of Financial Aid AND the Payroll Office prior to working on campus. **Therefore, before a student can begin working, they must present their supervisor with this form, complete with approvals and signatures from BOTH the Office of Financial Aid and the Payroll Office, otherwise the student is not eligible to work on campus.**

## **STEP 2: To be completed by the SUPERVISOR**

Hiring Department: \_\_\_\_\_ Dept. Code (required): \_\_\_\_\_

Will your student need IT access in their position? If 'yes' please complete the IS New/Rehire form. ☐ Yes ☐ No

Student Position: \_\_\_\_\_

Hiring Supervisor's Name (please print): \_\_\_\_\_

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

Students are required to be dependable, punctual, and perform duties to the best of their abilities. Supervisors will provide the appropriate direction and supervision of work performed. Please keep in mind that no student will be compensated for working more than the allotted hours listed below unless previously approved. **Supervisors and students must jointly plan and monitor the student's weekly work hours, ensuring that all work has been scheduled appropriately so that all earnings can be reached but not exceeded. Timecards must be approved before noon on Monday.**

\* If more than one position is obtained, hours combined for both jobs must be monitored so allocation of hours is not exceeded.

## **STEP 3: To be completed by PAYROLL**

Payroll Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ I-9 Completed
- ☐ W-4
- ☐ M-4
- ☐ Direct Deposit Form

Please see Mrs. Debra Kamm-Pelles in the **Oval Office Conference Room** located at 118 Beacon Street, 1<sup>st</sup> Floor across from the President's Office.  
**Office Hours:** Vary Monday-Friday

## **STEP 4: To be completed by FINANCIAL AID – please E-MAIL this form to [amucci@fisher.edu](mailto:amucci@fisher.edu)**

Financial Aid Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rate of Pay: ☐ \$12.75 per hour ☐ \$13.50 per hour ☐ \$\_\_\_\_\_ per hour approved by \_\_\_\_\_

Approved for: ☐ 15 hours per week ☐ \_\_\_\_\_ hours per week approved by \_\_\_\_\_

☐ Federal Work Study Award \$\_\_\_\_\_

Please complete Steps 1-3 and e-mail this form to Annette Mucci, [amucci@fisher.edu](mailto:amucci@fisher.edu) to complete STEP 4.  
A copy of this completed form will be e-mailed back to you and your hiring supervisor PRIOR to beginning work.