GENERAL STUDENT EMPLOYMENT CONTRACT – 2024-2025

Please return to the Human Resources Office in lower level of Zwemer Hall

Student:		Job/Department:	
ID Number:	Supervi	sor:	
Student Initials			
I have notified my s I agree to work no r	•	her jobs on campus. Week between all my jobs on campus.	
	forms that are requ	uired in order to work on campus. I under n to the Human Resources Office.	rstand I <u>may not</u> work on
by the end of the month and that	finalizing my hours	ately. I understand it is my responsibility signifies that I have reviewed and approve saving's account on or around the 10 th of	e my hours. I understand
my supervisor has the right to dis	miss me any time I d	or my performance and dependability. I ulo not work up to the expectations. I undervisor at least a 1 week notice before quit	erstand that in the event I
	vith a work schedule	orking hours with my supervisor. It is my to my supervisor. I understand that I are cancelled.	-
	ove in order to conti	tudent first. I understand that if I have tw nue working my jobs. If my GPA drops be	
6. If issued a key, I agree to kee the contract.	o it secure. I will not	loan it to others or duplicate it. Also, I ag	gree to return it at the end of
	t of 1974 and other	ecords and administrative data confident federal and state statutes. Additional infolemic/FERPA_Information.jnz.	
I understand and	d agree to the pro	visions stated above and accept this	job contract.
Student Signature	Date		
Supervisor Signature	Date	Department Chairperson	 Date
YOU BEGINNING WORK. This con WITHOUT A SIGNED CONTRACT, 1	tract needs to be tu THIS EMPLOYMENT A	JLD BE REVIEWED WITH YOUR SUPERVISO rned in to the Human Resources Office pr ASSIGNMENT WILL NOT BE HELD FOR YOU and send completed forms to the Human	ior to you starting your job. J.
FOR SUPERVISOR USE ONLY Check That FORMS Are Completed: All forms must be completed before a student starts working.	' :	Please complete the following regarding This student will be working:Full Academic Year1st Semester Only	SCHEDULE, HOURS & PAY:
W-4 Federal Form Complete	d	2 nd Semester Only	
W-4 State Form Completed		This student will be working approximate	
I-9 Form Completed		Pay Rate is \$9.50/hour for all general cam If different (and approved by HR) please r	
Direct Deposit Form Comple	ted		