

TO BE COMPLETED ELECTRONICALLY BY THE REQUESTING DEPARTMENT ONLY

**REQUEST FORM FOR
STUDENT WAGE EMPLOYMENT**

BUDGET CODE: _____ DATE: _____

STUDENT'S NAME: _____ GEN ID#: V00 _____

ENROLLMENT STATUS DURING EMPLOYMENT: FULL-TIME- Enrolled PART-TIME-Enrolled Not Enrolled

JOB TITLE: Student Worker SUPERVISOR: _____

DEPARTMENT: _____ TELEPHONE #: (____) _____ P.O. Box: _____

The purpose of this form is to request the employment of a Virginia State University student in the Student Wage Employment Program. The source of payment is Departmental Funding. No student is allowed to work prior to being I9 verified and approved by Human Resources via an approval email, which will be sent to the student and supervisor. IF ANY STUDENT IS ALLOWED TO WORK PRIOR TO THE AFOREMENTIONED APPROVAL, THEY WILL NOT BE PAID.

Requestor:

1. Please complete and submit this form to the Office of Student Financial Aid, Gandy Hall #112, at least **TEN (10) BUSINESS DAYS BEFORE** the students' projected beginning date of employment.
2. Have the student complete the Application of Employment for the State of Virginia @ <https://jobs.agencies.virginia.gov>
3. An A-21 must be completed with all signatures as required. The contract start date will correspond with the I-9 certification date if the student is not currently I-9 verified.
4. Once the contract request form is completed, the Financial Aid Office will send the Regular Student Wage Employment Contract to the requesting department within 1-2 business days.
5. The completed application of employment, A-21 and the signed contract must be sent to the Budget Office for approval by the requesting department. Once the Budget Office certifies the A-21, they will forward to Human Resources for processing.

Student:

1. The I-9 form **MUST** be completed physically in the Office of Human Resources on the day of their scheduled appointment. Identification documents must be in their original form; photocopies, pictures and/or scans are not accepted. You must have one item from List A, **OR**, one item from List B **AND** one item from List C. If you do not have the original documents, you will not be able to work, no exceptions!
2. A student can only have one job on campus at a time (i.e. Regular Student Employment, Federal College Work-Study or Honors SWS)
3. A student can work up to twenty-five (25) hours per week and during the **Summer term**, **if** he/she is enrolled for the Fall semester of the upcoming academic year.

(Requestor, please complete all sections below)

Period of employment: FROM: _____ / _____ / _____ TO: _____ / _____ / _____

Maximum Funding Available: \$ _____ Hourly Rate: \$ _____

Requestor's Signature: _____ Date: _____

Contract request forms may be e-mailed to:
Celeste N. Felton
College Work-Study and Withdrawal Manager
Office of Student Financial Aid
cfelton@vsu.edu
(804) 524-5980

DO NOT WRITE BELOW THIS LINE

RSE CONTRACT RECEIVED ____ / ____ / ____

RSE CONTRACT SENT ____ / ____ / ____

Revised 03/15/2022