



Regular Student Employment Contract

NEW CONTINUATION TRANSFER REVISED TERMINATED

DEPARTMENTAL BUDGET CODE: _____ DEPARTMENT: _____ BOX #: _____

STUDENT LEGAL NAME: _____ GEN. ID#: V00 _____ CONTACT #: _____
FIRST NAME, MI, LAST NAME

STUDENT ADDRESS: _____ CITY _____ STATE _____ ZIP CODE: _____

STUDENTS' JOB TITLE: WORK STUDY STUDENT TIME KEEPERS' NAME: _____ CONTACT #: _____

SUPERVISORS' NAME: _____ SUPERVISORS' CONTACT#: _____

1. A student **MUST** complete the Employment Eligibility I-9 Form 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. The student must have one item from List A, **OR** one item from List B **AND** one item from List C. If the student does not have the original documents, they will not be able to work until they are able to obtain the required documents, no exceptions!
2. A student **cannot** work without a valid contract and can only have **one** job on campus at a time (i.e. Regular Student Employment, Federal College Work-Study or Honors SWS). If a student is employed elsewhere on campus without the knowledge of the Office of Student Financial Aid, this contract becomes invalid.
3. A student can work up to 25 hours per week, not to exceed the maximum allowable earnings.
4. The student is paid bi-weekly.
5. It is mandatory that the student punch in and out of Kronos according to his or her work schedule.
6. A student can work during the Summer session **only** if he/she is enrolled for the Fall semester of the upcoming academic year **and** if it is approved prior to work beginning.
7. Continued employment is based upon, Satisfactory Academic Progress (SAP) as determined by the University, observance of University rules and regulations and available funds.
8. **Only** the supervisor signs the contract for submission to the Office of Human Resources @ studentworkerprocessing@vsu.edu. The student employee signs the contract once received by the Office of Human Resources during their scheduled appointment.
9. The maximum allowable earnings during the employment period is \$_____.
10. The wage rate the student will be paid during the employment period is \$_____ per hour.
11. The dates of this employment contract are from: _____ to _____

Start Date End Date HR Signature and Date

(ANY WORK PERFORMED PRIOR TO OR AFTER THE APPROVED DATES ABOVE IS PROHIBITED AND WILL NOT BE COMPENSATED.)

Student Employee Signature & Date

Supervisor Signature & Date