

ANTIOCH UNIVERSITY

STUDENT WORK AGREEMENT

This needs to be completed and confirmed PRIOR to beginning employment.

NEW CHANGE ADDITIONAL RETURNING CAMPUS
 STUDENT NAME STUDENT ID DATE
 FWSP NON_FWSP MAX AWARD/TERM MAX AWARD/YEAR
 POSITION ID/DESCRIPTION DEPARTMENT
 (See attached listing)
 HIRE DATE (No sooner than the term start date) END DATE (No later than term end date)
 HRS PER WEEK # OF WEEKS HOURLY PAY GL (account) #
 SUPERVISOR ALTERNATE SUPERVISOR

*****To be completed by the Supervisor*****

TERMINATION DATE REASON LAST DATE WORKED

****FORMS REQUIRED FOR NEW STUDENT WORKERS – TO BE SUBMITTED TO HR****

W-4 State Tax Form (if applicable) I-9 Direct Deposit Form Emergency Contact
 Employee Information Data Sheet Statement of Confidentiality Forms on File (current students only)

Terms & Conditions of Employment:

- Hours reflected on this contract are the maximum allowed for the student per term, not necessarily the position.
- You must take a minimum of a half-hour unpaid lunch break after working five hours.
- Submit completed time entry via AU View every other Friday.
- Web time entry without supervisor approval will not be accepted.
- Third time missing web time entry will result in termination of your employment.
- Work-study students are not eligible for medical, dental, educational, worker's compensation benefits, paid vacation, sick leave or holidays.
- Students who are graduating may not work past the last official day of classes that term. Check with Financial Aid if you are graduating.
- Earnings are taxable; appropriate taxes will be deducted from your paychecks, and must be reported to the IRS.
- The University may withdraw your work-study position if it is determined that you are no longer eligible or due to budget constraints.

Student Signature _____ Date _____

Student Printed Name _____

Supervisor Authorizing Signature _____ Date _____

Supervisor Authorizing Printed Name _____

Financial Aid Authorizing Signature _____ Date _____

Financial Aid Authorizing Printed Name _____