



2021-2022 STUDENT WORK AGREEMENT

Complete for each NEW and RETURNING FWS/Non-FWS Employees Prior to First Day of Employment

NEW	CHANGE	Additional POSITION	RETURNING	CAMPUS
STUDENT NAME		STUDENT ID		DATE
FWSP	NON_FWSP	MAX AWARD/TERM		MAX AWARD/YEAR
POSITION ID/DESCRIPTION (See attached listing)			DEPARTMENT	
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		

****THESE FORMS ARE REQUIRED TO BE COMPLETE AND SUBMITTED TO HR BEFORE PRIOR TO BEGINNING WORK****

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)

*****COMPLETE THIS SECTION AND SEND COPY TO HR/PAYROLL UPON COMPLETION / TERMINATION OF EMPLOYMENT*****

TERMINATION DATE	REASON	LAST DATE WORKED
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Terms & Conditions of Employment for employees with Student Work Agreements:

- Hours reflected on this contract are the maximum allowed for the student per term, not necessarily the position.
- A thirty (30) minute meal break before five (5) hours of work is required unless supervisor approves a different meal break time.
- Hours **MUST** be entered into AU View daily and reflect actual hours worked. No overtime (OT) is allowed without prior supervisor approval.
- Web time entry **MUST** be submitted to supervisor for approval at the end of the pay period. Failure to do so may delay payment.
- Failure to enter hours into AU view each pay period may result in discipline action and/or termination of your work study position.
- Work-study students are not eligible for employer benefits. Work is covered by Worker's Compensation.
- Hours worked during designated AU holidays/breaks must be approved by the supervisor prior to working.
- Graduating students 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 are reported to the IRS.

The University may withdraw your work-study position if it is determined that you are no longer eligible, due to budget constraints and/or failure to follow AU Student Employment, Payroll/ Time Reporting and Work Hours, Break and Attendance policies.

***By signing this agreement, I hereby attest to the Terms & Conditions of this Student Work Agreement.*

Student Signature _____ Date _____

Student Printed Name _____

Supervisor Authorizing Signature _____ Date _____

Supervisor Authorizing Printed Name _____

Financial Aid Authorizing Signature _____ Date _____

Financial Aid Authorizing Printed Name _____