



2023-2024 FY STUDENT WORK AGREEMENT

****Complete this form for all FWS/STU Employees****

FWSP NON-FWSP NEW RETURNING Addt'l POSITION POSITION CHANGE
CAMPUS/SCHOOL: EMP ID#: Location of Work: CAMPUS REMOTE

EMP NAME:

EMP Address (Street Number/Name, City, State, Zip:
(Employee REQUIRED to complete this information to show where work will be performed)

START DATE: END DATE: HOURLY RATE: HRS PER WEEK: NO. OF WEEKS:
MAX AWARD/TERM: MAX AWARD /YEAR: DEPARTMENT:
POSS ID/DESCRIPTION: GL ACCOUNT:

ADDITIONAL EMPLOYMENT FORMS MUST BE COMPLETED AND SUBMITTED TO HR WITH AGREEMENT:

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

***COMPLETE THIS SECTION UPON COMPLETION, TERMINATION, or WITHDRAW FROM SCHOOL AND SEND COPY TO HR/PAYROLL**

LAST DATE WORKED: REASON: Completed Withdraw Termination Other: (provide reason)

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.
- Hours **MUST** be entered **DAILY** and reflect actual hours worked. Overtime (OT) is **NOT 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 removal of your work-study position.
- Required **thirty (30) minute meal break before five (5) hours of work** unless employee request a different meal break time.
- Work-study students are not eligible for employer benefits. Work is covered by Worker's Compensation.
- FWS/STU do not receive holiday pay during AU holiday breaks. Work performed 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 before 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, 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 _____

Supervisor Authorizing Signature _____ Date _____
(Designated Time Approval)

Alternate Supervisor Name: (if not the FA Dept. Representative) : _____
(Designated Time Approval)

Financial Aid Authorizing Signature _____ Date _____