

Student Employment Agreement

Student Employment Agreement (Step 1 of 1)

Job Details

Position Title: Test Student Job
Supervisor:
Proposed Hire: Wally Pilot
Student ID: 00200000000
Job Code:
Hiring Department:
Pay Type: Hourly

A student employment hiring proposal has been submitted for you for the position listed above. Before we can complete the hiring process, we need you to read and agree to the following student employment policies. Please electronically place your initials next to each statement to confirm agreement and electronically sign the form. Once this form is completed, the Student Employment office will be notified. ***You can not begin working in this position until you receive final email notification from the Student Employment office.***

I will submit my timesheet online via Web Time Entry by the due date for each pay period when working an hourly position. WP

I will not work more than 20 hours per week (Monday thru Sunday) between all student employment jobs while classes are in session. WP

I will not work more than 29 hours per week (Monday thru Sunday) between all student employment jobs while classes are not in session. WP

I will not work more than 8 hours in a single day between all student employment jobs. WP

I will take a 30-minute unpaid break if I work 6 or more consecutive hours in a single day between all student employment jobs. This break will be accurately reflected on my timesheet. WP

I understand that I may not earn more than \$8,000 in a fiscal year (July 1-June 30). WP

I understand that I may not have more than 3 active jobs on campus at the same time. WP

It is my responsibility to know and understand all Student Employment Policies in the Student Employment Student Handbook, available at the link below. WP

[Student Employment Handbook](#)

I understand that violation of these policies will result in warning, suspension and/or termination of my Student Employment privileges. WP

Wally Pilot

08/25/2016

(Signature)

(Date)

Date: 08/25/2016 12:25:PM
User Name: finstu11@up.edu

If you have any concerns regarding the hiring process, please feel free to contact me.

Sincerely,
Laura Barnard
Student Employment Coordinator
studentemployment@up.edu

