



# Illinois College Student Employment Contract

Student Work Office - Baxter Hall 217-245-3040

## Department Information (Completed by Employer)

Student Name (Last, First) \_\_\_\_\_ ID# \_\_\_\_\_

Please check which *type* of contract you are completing, and remember that stipends can only be paid throughout the experience or as a lump sum at the end.

☐ Academic Year Hourly Worker ☐ Stipend\* ☐ Summer Hourly Worker

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Student's Position \_\_\_\_\_ Pay rate: (\$7.25 standard) \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Est. Hours per week \_\_\_\_\_ Account #: \_\_\_\_\_

*(Stipends Only: Total amount: \_\_\_\_\_ and # of disbursements \_\_\_\_\_)*

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Information (Completed by Student)

*A student employee may not exceed 150 hours per semester (averaging 10 hours per week).*

Class Standing (Circle one): First Year    Sophomore    Junior    Senior

Phone Number (where you can be reached) \_\_\_\_\_

Illinois College Email \_\_\_\_\_

If you are working another campus job how many hours do you work there? \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**When finished and signed by both employee and supervisor, please return to the Student Work Office. Thanks!**

## Financial Information (Completed by Student Work Office)

Federal Work-Study, Amount Semester: \_\_\_\_\_ Non Federal Work-Study \_\_\_\_\_

I-9 \_\_\_\_\_ W-4 \_\_\_\_\_ On System \_\_\_\_\_ Jenzabar \_\_\_\_\_

Position Code \_\_\_\_\_ Account Number \_\_\_\_\_

SWO Worker \_\_\_\_\_ Date \_\_\_\_\_

(Initial area you complete. Final worker handling contract signs.)