



2022-2023 FY STUDENT WORK AGREEMENT

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

FWSP	NON-FWSP	NEW	RETURNING	Add'l POSITION	POSITION CHANGE
CAMPUS/SCHOOL:		EMP ID#:	EMP NAME:		
Location of Work CAMPUS		REMOTE	(If location is REMOTE; provide location where work will be performed, below)		
REMOTE Work Location (REQUIRED) CITY/ST/ZIP:					
START DATE:	END DATE:	HOURLY RATE:	HRS PER WEEK:	NO. OF WEEKS:	
MAX AWARD/TERM:	MAX AWARD /YEAR:	DEPARTMENT:			
POSS ID/DESCRIPTION:			GL ACCOUNT:		
SUPERVISOR:			ALTERNATE SUPERVISOR:		

ADDITIONAL FORMS TO BE COMPLETED AND SUBMITTED TO HR:

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 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.
- Required thirty(30) minute meal break before five (5) hours of work unless employee request a different meal break time.
- 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.
- 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 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 _____

Student Printed Name _____

Supervisor Authorizing Signature _____ Date _____

Supervisor Authorizing Printed Name _____

Financial Aid Authorizing Signature _____ Date _____

Financial Aid Authorizing Printed Name _____