



# Student Employment Work Authorization Form

**Student Employee Responsibilities:** If you are a new student employee (not previously employed at Shippensburg University) you will have to complete a student payroll packet and submit all the paperwork to Human Resources/Payroll BEFORE you begin working. Students cannot work until all paperwork and required documents are submitted and approved by the HR/Payroll office. Students are not permitted to work during times they are scheduled to be in class. There are no exceptions to this rule. Students should only enter hours in eTime for dates and times they have worked. If you need assistance with eTime, please work with your department's timekeeper. Student employees are expected to appear on time for their scheduled work hours or provide advance notice if absent or delayed. My signature below indicates that I agree and understand these requirements. This offer of employment is contingent upon available resources; if budgetary adjustments are made, this offer of employment may be withdrawn.

<b>Name (Last, First, Middle):</b>	
<b>SU Student ID:</b>	<b>SU email:</b> _____@ship.edu
<b>Are you a current employee of the University?</b> YES or NO	<b>Are you a previous employee of the University?</b> YES or NO
<b>Signature:</b>	<b>Date:</b>

**Hiring Department Responsibilities:** Department representatives are responsible to notify Human Resources/Payroll of any changes in the student's employment status. This includes, but is not limited to, changes to start and end dates. Departments are responsible to ensure that student employees remain within their budget amounts of hours and earnings. Departments should make every effort to accommodate the constraints that academics impose on students when developing work schedules. Department timekeepers must only approve hours that the student employee actually worked and are responsible to ensure the student employee's time is accurate. Students cannot work until all paperwork and required documents are submitted and approved by the HR/Payroll office.

<b>Student Position Title:</b>	<b>Employment Start Date:</b>
<b>Hourly Rate of Pay:</b>	<b>Is this position a Graduate Assistantship or SPP? (circle one)</b> GA      SPP      N/A
<b>New hire of the department:</b> <input type="checkbox"/> <b>Rehire of the department:</b> <input type="checkbox"/>	
<b>Do you expect the student to be paid from Federal Work Study funds:</b> YES or NO	
<b>Department:</b>	<b>Cost Center Number:</b>
<b>Timekeeper:</b>	
<b>Timekeeper's email:</b>	<b>Timekeeper's extension:</b>
<b>Department Signature:</b>	<b>Date:</b>

**HR Office Use Only:** M \_\_\_\_\_ S \_\_\_\_\_ Wage Type \_\_\_\_\_ Position # \_\_\_\_\_

0554 \_\_\_\_\_ Assign. M \_\_\_\_\_ S \_\_\_\_\_ Wage Type \_\_\_\_\_ Position # \_\_\_\_\_

**Financial Aid Office Use Only:**

<b>Credits Enrolled:</b>	<b>SAP:</b>	<b>Wage Type:</b>
<b>FAO Signature:</b>		<b>Date:</b>