ALBRIGHT COLLEGE
STUDENT EMPLOYMENT APPROVAL FORM

To: **Human Resource Department**

From: _____
Name **Department**

Request Date: _____

Director's Authorization: _____

Vice President's Approval:

Our department wishes to hire the student named below:

Student Name _____

Department _____ Division_____

Who will sign the time sheet _____

Job Title/Description _____

Wage Rate (Training Rate ($6.55) Minimum Wage ($7.25**)** _____per hour
(or Flat Rate/Semester) _____

Wage Rate Change _____ Effective date _____

Estimated number of hours per week _____

Work will begin on _____/_____/_____ and end on _____/_____/_____

Student - Department Employment Guidelines

1. **Student cannot begin employment UNTIL the Student Approval Form is processed with appropriate approval of respective Vice President and all paperwork (I9, W4, and Student Approval form) is completed.**
2. **Student should report to department supervisor for work schedule and responsibilities.**
3. **Student needs to complete time sheet and record hours worked for department supervisor to sign.**
4. **Department supervisor needs to sign time sheet & forward to Payroll Department in Controller's Office.**
5. **Student will be paid on a bi-weekly basis.**
6. **Student will receive pay for each hour worked minus mandatory taxes as required by law.**
7. **Student will receive paystub at the Cashier's window located in the Administration building.**

HUMAN RESOURCES OFFICE USE ONLY				
Estimated Maximum Earnings			Approved Wage Rate	
Time Period: Academic Year ___**11-12**_____		Summer __**12**_____		Other _____
College Work Study Payroll _____	OR	Self Help Employment Payroll _____		
CC: Department	Payroll		Financial Aid	Human Resources
Date of Approval:	Authorized Signature:			