



# Student Employment Authorization Form

**NOTE: All students MUST have an employment authorization on file for each job you are hired to work. Return this form to Financial Aid before you begin work.**

Academic Year **2012/2013**

Employment Term  Fall  Spring  SSI  SSII

Student's Name: \_\_\_\_\_ PC ID: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ PC Box# \_\_\_\_\_ PC email \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Yr in School  FR  SO  JR  SR  Male  Female

Have you previously been employed by the PC Work Study Program?  If, Yes/Dept/Org \_\_\_\_\_  No

**This authorization form is to advise you that you have been approved to work under the Presbyterian College Work Study Program.**

**Hours of work:** Average range of hours worked 10-15 hours per week, more or less depending on business demands. Presbyterian College strongly discourages students to work more than 20 hours per week.

**Shift:** Varies depending on departmental/organizational needs and student's schedule.

**Method of Payment:** Check or Direct Deposit as selected and authorized.

**Timesheet Due Dates:** **15<sup>th</sup> day of month unless this falls on Saturday or Sunday, then the following Monday.**

**Payday is:** The last **working** day of each month, except for December.

**Place of Payment:** Direct Deposit or Springs Campus Center Office.

**Deductions from wages:** Appropriate federal, state and social security taxes.

**Only a direct or authorized Supervisor should sign this document and your timesheet. Misrepresenting time or forgery of a supervisor's signature will result in automatic termination and referral to the Presbyterian College Honor Council.**

By signing this document, I am agreeing that I understand the above information.

**Employee/Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUPERVISOR ONLY:**

Department/Organization \_\_\_\_\_ Dept Org # \_\_\_\_\_

**Hourly Rate of Pay: On Campus: \$7.25 per hour** (Minimum wage unless otherwise specified by Supervisor.)

**On Campus: \$\_\_\_\_\_ per hour** (Special pay rate set by supervisor.)

**Off Campus: \$8.50 per hour** (Set by College Financial Aid Office.)

**Salaried Pay Amount \$ \_\_\_\_\_** To be divided equally over the following designated months (check all that apply):

Jul  Aug  Sep  Oct  Nov  Dec  Jan  Feb  Mar  Apr  May  Jun

**Number of hrs per week \_\_\_\_\_ student is scheduled to work.**

**Supervisor Name (Please print):** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Only authorized supervisors, with signature on file may sign the student's timesheet.

**Attention Supervisor: Student should not begin working until all forms are complete in the Financial Aid Office. (ie. Student Employment Application, I-9 form/EVerify, W-4 form, Employment Authorization form, FA pre-printed timesheet.) We now participate in Everify—students must be authorized for work in USA within three days of hire for pay.**

**\*DO NOT ALLOW A STUDENT TO WORK FOR PAY UNTIL THEY HAVE BEEN CLEARED BY FINANCIAL AID.\***

**Student Name** \_\_\_\_\_ **PC ID #** \_\_\_\_\_

**Confidentiality Agreement**

I, the undersigned, understand that my employment at Presbyterian College may afford or require me access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 and by Presbyterian College.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I understand that it is my responsibility to carefully safeguard any and all individual identifiable information with which I work, including the prevention of theft of such information and/or the prevention of an unauthorized third party or parties viewing such information.

I understand that it is Presbyterian College's policy that any printed reports containing individually identifiable information be shredded immediately when they are no longer needed, and that it is my responsibility to safeguard such document to which I have access until such time as they can be disposed of properly.

I further acknowledge that such negligence or willful or unauthorized disclosure also violates Presbyterian College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

**Student Employee Work Agreement**

- **Performance:** You are always expected to give regular, punctual, efficient and cooperative performance on any campus/off campus job you accept.
- **Duration:** In accepting a part-time job at PC, you agree to remain on the job at least one semester, generally for one academic year, barring unusual, severe or prolonged illness or other emergency, such as unsatisfactory record in academic courses. The same general rule holds true for summer jobs; once you commence work, you are under an obligation to remain with that employer for the entire specified period.
- **Illness:** If illness or some other unforeseen circumstance prevents attendance at work, you MUST notify your supervisor in advance of your usual reporting time. Never "just fail to show", even if you are ill.
- **Termination:** Campus jobs are normally terminated only at the end of the year or at the end of the semester. **Two weeks notice is required for any student who finds it necessary to leave his/her job before the end of the term.**
- **Cooperation:** This office relies heavily on students for helping maintain an effective employment service for PC students. The cooperation it asks entails not only conscientious work on the job but also the courtesy of prompt response in matters connected with administration of this program.
- **Timesheets:** I understand that if my time sheet is late, incomplete, or incorrectly filled out, payment could be delayed until the next pay period.

**Drug-Free Workplace Statement**

Presbyterian College has been and continues to be committed to the health and well being of the members of its faculty, staff, and student body.

As part of this commitment, the College, as a recipient of federal grants, adheres to the provisions of the Drug-Free Workplace Act of 1988. Accordingly, all members of the faculty and staff are notified of the following policies:

(1) The unlawful manufacture, distribution, dispensing, possession of, or use of a controlled substance is prohibited in the workplace at Presbyterian College. Any faculty or staff member who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including discharge from employment.

(2) As a condition of employment at Presbyterian College, all faculty and staff members will:

- (a) abide by the terms of this statement; and
- (b) notify their supervisor of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Human Resource Office will review and interpret policies and procedure relevant to this statement and the disciplinary process. Questions and concerns relative to this statement should be addressed to the Human Resource office located in the Smith Administration Building on the college campus (938-3722).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this document, I am agreeing that I understand the information contained herein.

F/A Office	_____ FWS	_____ FWS Limit	_____ Pos. Code	_____ CWS	_____ Pos. Code
Use Only:	_____ W-4 complete	_____ I-9 complete	_____ Picture ID copy on file	_____ SSN or BC copy on file	
	_____ EVerify complete	_____ TS sent to Dept/Org	_____ WS application complete		