

Samford University Student Employment Program Agreement

Name _____ SSN _____

Full Legal Name

Preferred Name _____ SU ID _____

Permanent Mailing Address _____

Local or cell phone # _____ SU email _____

My signature affirms that I have read, understand and agree to adhere to the Student Employment Guidelines.

Signature _____ Date _____

Guidelines and Procedures

I. Students may not begin work until all paperwork is completed and returned to the Payroll Office.

This paperwork includes:

- A. Student Employment Program Agreement
- B. I-9 Employment Eligibility Verification Form (This is required by the federal government, and original documents are needed to meet identification requirements.)
- C. Federal and State withholding forms
- D. Student Employment/Pay Authorization Form

Once these forms are completed, they are valid for as long as the student is employed at Samford University.

II. International students should contact the International Studies Office at 205.726.4334 regarding federal regulations for on campus employment before beginning work.

III. Students will set a **work schedule** with their supervisor that is based on the student's availability and departmental needs. However, students should not work more than 20 hours in a week. If a student has more than one job, he/she should not work more than 20 hours total per week. Additionally, students who are enrolled less than half-time are not exempt from FICA taxes.

IV. Time sheets

- A. Time sheets will be mailed to the supervisor after the student is approved to work.
- B. Time sheet directions should be read and followed carefully to ensure timely payment. Student employees should be aware of deadlines set by the supervisor within their area/department.
- C. The student's signature on the time sheet certifies that the information submitted is a true statement of the hours worked.
- D. Time sheets must be delivered to the Payroll Office by the supervisor or another faculty or staff member of Samford University. Time sheets delivered by students will not be accepted.

V. If the student has more than one job on campus, he/she is responsible for filling out the correct time sheet for the correct job. Each job has a position number which, particularly in the case of multiple jobs, should be carefully noted. **The position number is printed on the time sheet as well as on the Student Employment/Pay Authorization form.**

VI. Students are paid biweekly. Paychecks can be picked up in the Bursar's Office with a picture ID. If a student has Direct Deposit, an electronic pay stub will be sent to their SU email account. Supervisors should have a payroll schedule with timesheet due dates and pay dates. A schedule is also available on the web at <http://www.samford.edu/admin/finaid/stuemp.html>

VII. Work Study

Students with Federal Work Study (FWS) must not earn more than the amount of their FWS award. You will be given the amount of your FWS award on the award letter sent by the Office of Financial Aid. The award amount will also be listed on the approved copy of the Student Employment/Pay Authorization form that is returned to your supervisor. It is the responsibility of the student and the supervisor to keep a record of earnings to avoid exceeding this award amount. If a student exceeds the FWS award, the overage will be charged to the departmental budget. Remember that due to additional financial aid which may be received, a student's Federal Work Study award may be revised. If this happens, the student should notify their supervisor(s) and, if necessary, their work schedule should be modified.

VIII. Confidentiality

I, as a student employee of Samford University, agree to adhere to the policies and procedures related to information security and confidentiality. The *Family Rights and Privacy Act of 1974* requires that access to, viewing of, and use of information relative to students be strictly limited to persons having a "legitimate educational interest" and such information must be used solely for that purpose. All information processed through University computers and systems is considered sensitive and/or confidential. Any information, *written or verbal*, to which I may be exposed should be used on a "need to know" basis for authorized purposes only. **I understand that failure to abide by this agreement could constitute just cause for disciplinary action (i.e. revoking computer privileges, termination of employment).**