



WILLIAM JEWELL COLLEGE

STUDENT WORK AGREEMENT

Jewell email:

Student ID #:

STUDENT

I, _____, acknowledge that I am approved for a maximum gross earning of \$_____ in Federal Work Study or Institutional Pay (circle one) for the academic period(s) of _____ (academic year or semester)

BY SIGNING THIS WORK AGREEMENT,

- I understand that the amount of my gross earnings may equal but not exceed the amount of the agreement;
I understand that work study earnings are subject to taxation;
I understand that any adjustment to my work study award, if applicable, may impact how much I may earn under the federal program and the department will be accountable for funds exceeding the award amount;
I understand that my supervisor will assign work detail that will not conflict with my class schedule and that I cannot work during a scheduled class period;
I understand that I may work for two departments (maximum) at any given time and the hours for the two departments cannot exceed 20 per week; however, a Work Agreement must be completed by both departmental supervisors;
I understand that if for any reason I do not perform my duties satisfactorily or withdraw from the program, the supervisor is required to notify the Financial Aid Office immediately.
I understand that I may not work during my regularly scheduled class times. If my class is dismissed early or cancelled and I want to report to work, I must obtain written notice from my professor confirming the class was dismissed or cancelled and give that notice to my supervisor.

I agree to the terms for student employment with William Jewell College listed above and accept this work agreement:

Student Signature

Date

EMPLOYER

SUPERVISOR AUTHORIZATION & ACKNOWLEDGEMENT

To be completed by the department supervisor for all student employees before the student may begin working.

The _____ Jewell Department agrees to employ the student under the outlined terms above.

Hourly wage: FR/SO \$11.15 JR/SR \$11.40 Other: _____ (specify amount) Payroll Account #: _____

Job Title: _____

First Day of Work: _____ Employment Period: _____

To optimize federal dollars, the College requires that all departments employ federal-eligible work study students as a first priority. Departmental budgets are 75% subsidized by the Federal Work Study Program when employing federal-eligible work study students, while departments utilizing institutional pay absorb 100% of the student's earnings.

This Work Agreement is accepted on behalf of the department by: _____ Supervisor Signature Date

PAYROLL/HUMAN RESOURCES

The student has completed all payroll and new hire paperwork and has been approved to start work.

Approved by Payroll or Human Resources

Date

\$ Award Verified