



WILLIAM JEWELL COLLEGE

STUDENT EMPLOYMENT
Work Agreement

Student ID #: _____
(Required for new student workers only)

STUDENT

I, _____, acknowledge that I am approved for a maximum gross earnings of
Student
\$ _____ in **Federal Work Study** or **Institutional Workship** (*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; understand that work study earnings are subject to taxation;
- 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;
- 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;|
- understand that I may work for two departments (maximum) at any given time; however, a *Work Agreement* must be completed by both departmental supervisors;
- understand that if for any reason I do not perform my duties satisfactorily or withdraw from the program, the supervisor is required to notify Financial Aid and Scholarship Services immediately.
- 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 working.

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

Hourly wage: FR/SO \$8.60 ___ JR/SR \$8.85 ___ 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 workship students require departments to 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