

STUDENT EMPLOYMENT CONTRACT

The hiring unit coordinator must complete this contract and obtain all signatures before submitting to the One Stop. The student is responsible for completing an I-9, W-4, and providing payroll documents (if needed) to the One Stop. The student must not begin working until approval is given from the Office of Financial Aid. An email will be sent to the student, supervisor, and hiring unit coordinator that will include the completed contract and directions on how to enter time.

One Stop Student Services
 105 Behmler Hall
 600 East 4th Street
 Morris MN 56267-2132

320-589-6046
 Fax: 320-589-1673
ummonestop@morris.umn.edu

Complete this form, add the required signature(s) in black or blue ink, and return to the One Stop.

Student Information		
Name (last, first, middle initial)	Student ID Number	Employee Record Number
Campus Email	Preferred Telephone Number	

Position Information			
Department Name			
Supervisor Name (last, first, middle initial)	Email	Telephone Number	
Hiring Unit Coordinator Name (last, first, middle initial)	Email	Telephone Number	
Contract Request <input type="checkbox"/> Academic Year (Aug. 22, 2016 to May 12, 2017) <input type="checkbox"/> Fall (Aug. 22, 2016 to Dec. 16, 2016) <input type="checkbox"/> Spring (Jan. 17, 2017 to May 12, 2017)		Type of Funding <input type="checkbox"/> FWS Only <input type="checkbox"/> ISE <input type="checkbox"/> FWS or ISE	Job Opening ID _____
Contract Renewal <input type="checkbox"/>	Job Code	Position Management	Pay Rate
Amount Requested	Fund	Dept ID	Program
Project	Fin Empl ID	Combo Code	
Chartfield 1	Chartfield 2		

Certification	
By signing this form, I certify that all the information reported is complete and correct.	
Student Signature	Date
Supervisor Signature	Date
Hiring Unit Coordinator Signature	Date