



STUDENT ASSISTANT CONTRACT

FOR SUPERVISOR TO COMPLETE

Student Name: _____ Department: _____

Student ID: _____ Supervisor: _____

Hours to work each week: _____ Check Terms to Work: _____ Fall _____ Spring _____ Summer _____

EMPLOYMENT PACKET

Student and supervisor have reviewed employment packet and confirmed that the required Career Center and Human Resources forms listed below are completed. Please check each item after verifying that it is complete. All of these documents should be submitted together during the student's appointment with the Career Center. **Appointments are required in order to submit employment packets.** Appointments may be scheduled by calling 706-737-1604.

The student has scheduled an appointment with the Career Center for the following date and time:

Date _____ Time: _____

Mandatory Career Center Forms

- ___ Intent to Hire Form (completed by supervisor)
- ___ Student Employment (SA or FWS) Contract (completed by supervisor and signed and dated by student and supervisor)

Mandatory Human Resources Forms

- ___ Confidential Employee Data Form (completed by student)
- ___ Form G-4 (completed by student)
- ___ Form W-4 (completed by student)
- ___ Employment Eligibility Verification (I-9) (completed by student and Career Center w/documents to satisfy)
- ___ Acknowledgement Receipt (completed by student)
- ___ Worker's Comp Questionnaire (completed by student)
- ___ Workers Comp Memorandum (completed by student)
- ___ Direct Deposit Authorization (completed by student w/voided check or direct deposit form from bank)
- ___ Information Access Form (completed by student)
- ___ Security Questionnaire (completed by student but must be signed in the Career Center unless someone else notarizes it for you.)
- ___ Background Investigation Questionnaire and Release Form (completed by student)
- ___ Social Security Card (required by Human Resources-may be used to satisfy I-9 as well)

BACKGROUND CHECK

The supervisor and student both understand the background check must be completed before the student begins work. You will be notified by the Career Center via email when it has cleared. The student CANNOT begin work until the background check clears and you are notified by the Career Center. It is important the student schedules his/her appointment to submit this packet as soon as possible after the two of you have completed it. Waiting will delay the start date even further.

ENROLLMENT REQUIREMENTS

We understand the student must be enrolled in at least one course each semester in order to maintain employment. If the student is not enrolled, he/she may not work under the SA Program. Undergraduate students must be enrolled in at least 12 credit hours and graduate students must be enrolled in at least 10 credit hours in order

to be exempt from FICA Med deductions (Medicare portion of Social Security=1.45%).

MAXIMUM HOURS WORKED

While classes are in session, the maximum hours the student may work each week is twenty-five (25). International students may never work more than twenty (20) hours per week while school is in session. With supervisor's permission, students may work up to 40 hours per week during vacation periods and summer break.

ORIENTATION/TRAINING

We understand the student must schedule an appointment to submit this packet to the Career Center. As part of that appointment, a computer-based orientation/training will take place. The student will be required to answer questions about information covered during the training. This training will cover basic employment policies, campus policies and customer service.

I accept the terms and conditions of this contract as stated above:

Signature of Supervisor

Signature of Student

Date

Date