

STUDENT EMPLOYMENT CONTRACT

This contract must be completed in its entirety and all documents must be submitted before the student can begin working.

The student is responsible for completing an I-9, W-4, and providing payroll documents, if needed. An email will be sent to the student, supervisor, and hiring unit coordinator once the student is eligible to work.

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

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

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

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

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. 21, 2017 to May 11, 2018) <input type="checkbox"/> Fall (Aug. 21, 2017 to Dec. 15, 2017) <input type="checkbox"/> Spring (Jan. 16, 2018 to May 11, 2018)	Type of Funding <input type="checkbox"/> FWS Only <input type="checkbox"/> ISE <input type="checkbox"/> FWS or ISE	Position Posted Online <input type="checkbox"/> Yes – Job Opening ID # _____ <input type="checkbox"/> No – Contract Renewal	
Job Code	Position Management		
Pay Rate	Amount Requested		
Fund	Dept ID	Program	Project
Fin Empl ID	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