



# Annual Student Employee Information

For 17-18 fiscal year: July 1, 2017 to June 30, 2018

## SECTION 1. OFFER OF STUDENT EMPLOYMENT (completed by Hiring Authority with job descriptions attached)

Date of Offer: \_\_\_\_\_ Date Records Complete: \_\_\_\_\_ Job Description Attached

From: \_\_\_\_\_  
(Hiring Auth.) Last First Building #

Department Mail Stop

To: \_\_\_\_\_  
(Student Emp.) Last Preferred First WWU ID

Current Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

We are pleased to offer you the following position (see job description):

Job Title: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ per Hour

Position Number: \_\_\_\_\_ Suffix: \_\_\_\_\_ (00 for first position of year)

Supervisor: \_\_\_\_\_ Work Phone: **(360)** \_\_\_\_\_

Work Location: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Last Work Date: \_\_\_\_\_

This offer of employment is contingent upon a complete background check satisfactory to the University and your ability to meet federal employment eligibility requirements, including paperwork with HR. If you accept the terms of this offer, please complete the following section, sign and return by the Requested Return Date above.  Check here if CCV check requested from HR

Signature of Employer/Hiring Authority: **X**

## SECTION 2. STUDENT EMPLOYEE INFORMATION

1. Local Address: \_\_\_\_\_  
(if different from above) Street Address Apartment/Unit #

City State ZIP Code

Phone: ( ) Birth Date: \_\_\_\_\_

WWU E-mail Address (used for all official communication): \_\_\_\_\_

2. a) My current grade level is: \_\_\_\_\_ b) My anticipated Yr/Qtr of graduation is: \_\_\_\_\_

c) I expect to be enrolled half-time or greater for the following quarters: Fall Winter Spring Summer  
I expect to have a "Graduate Exclusion or Credit Load Waiver" for the following quarter: Fall Winter Spring Summer

3. I currently work or expect to work in the following additional WWU employment positions (list all depts. & jobs):  
\_\_\_\_\_

4. I have accepted Work Study as part of my Financial Aid (and have provided a copy of official confirmation) Yes No

5. I am a returning WWU student employee and therefore have a current **W-4\*** form on file Yes No

6. I am a returning department student employee and have a completed **I-9\*** on file at WWU Yes No

I accept the terms of this offer and confirm all information is complete and accurate. I have read and understand the Student Employment Handbook ([http://www.finaid.wvu.edu/studentjobs/employers/resources/supervisors\\_handbook/index.php](http://www.finaid.wvu.edu/studentjobs/employers/resources/supervisors_handbook/index.php)). I will notify my supervisor should any of the information above changes.

Signature of Student Employee: **X** Date: \_\_\_\_\_

### SECTION 3. EMPLOYER/HIRING AUTHORITY SECTION

To be completed upon receipt of completed front half of form by student, after all paperwork completed with HR.  
**Student Eligibility:** Confirm student meets the following eligibility requirements each term. Refer to the Student Employment Handbook ([http://www.finaid.wvu.edu/studentjobs/employers/resources/supervisors\\_handbook/index.php](http://www.finaid.wvu.edu/studentjobs/employers/resources/supervisors_handbook/index.php))

1. This student is considered Full-Fee Paying (see #2 c above) based on the following:

Is an undergraduate student enrolled in a minimum of 6 credits for the following quarters: **Fall Wtr Spr Smr**

Is a graduate student enrolled in a minimum of 4 credits for the following quarters: **Fall Wtr Spr Smr**

For any quarters student is **not** full-fee paying:

Student expects the Graduate School to confirm their "Graduate Exclusion" for the following quarters (they have completed all course work on their approved plan of study AND are enrolled for a minimum of 2 Thesis or Research credit hours)

**Fall Winter Spring**

Student expects to submit a Credit Load Waiver for ONE quarter this year:

**Fall Winter Spring**

2. Break Period Employment: Based on student eligibility the quarters immediately prior and immediately after the break, this student is eligible to work during the following break periods: **Winter Spring Summer**

3. Would you like to request that HR complete a Background Check (required for "security sensitive positions")?	Yes	No
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4. I-9 – A completed I-9 is on file in Human Resources (Humanities 2 <sup>nd</sup> Floor)	Yes	No
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5. Does student have a current W-4 on file with Human Resources?	Yes	No
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6. Have you confirmed student is not employed in other non-student employment positions at the University?	Yes	No
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7. International Students (with F-1 or J-1 visa status) have had their eligibility confirmed by International Student & Scholar Services at 360-650-7971	n/a	Yes	No
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8. Have you identified a process to confirm the average Maximum Hours per Week will be no higher than 19 hours for ALL on-campus positions worked during the academic year?	Yes	No
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9. This position does not replace a Classified Position	Correct	Incorrect
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Signing this document verifies that all information above is complete and accurate

Signature of Employer/Hiring Authority: **X**

Date:

### SECTION 4. ELECTRONIC EMPLOYMENT FORMS

**Hiring Form:**

- **NOAEPAF** - For Department, Work Study and Non-uniform position –OR -
- **Student Employment E-Form** – For Grant Funded and Salaried Positions

**Tran/Form #:**

**Date:**

**Status Changes:**

Tran/Form #	Date	Position/Title	Pay Rate

**Termination** - Transaction or Form #: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_