



Annual Student Employment Information

[Form Instructions](#)

For 11-12 fiscal year: July 1, 2011 to June 30, 2012

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 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: _____ @wwu.edu

Start Date: _____ Start Time: _____ Last Work Date: _____

This offer of employment is contingent upon your ability to meet federal and university employment eligibility requirements and applicable background checks satisfactory to the University. If you accept the terms of this offer, please complete the following section, sign and return by the Requested Return Date above.

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: Fr So Jr Sr Gr b) My anticipated Yr/Qtr of graduation is: _____

c) I expect to be a **full-fee paying*** student for the following quarters: Fall Winter Spring Summer

(select one) I expect to have a **"Graduate Exclusion"*** for the following quarters: 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 in this department 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 Guide (http://www.finaid.wwu.edu/studentjobs/students/resources/stu_employ_guide/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

Student Eligibility: Confirm student meets the following eligibility requirements each term. Refer to the Supervisors Handbook (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 10 credits for the following quarters: **Fall Wtr Spr Smr**

Is a graduate student enrolled in a minimum of 8 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 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. Has successfully completed a Background Check (required for "security sensitive positions")?	n/a	Yes	No
4. a) I-9 – A completed I-9 is on file in our office. I understand the I-9 must be retained either 3 years after the hire date or 1 year after the termination date, whichever is later.		Yes	No
b) I-9 – Student is an alien authorized to work until (date): _____	n/a	Yes	No
c) I-9 – Section 3, Updating and Verification, has been reviewed and completed (if needed: Section A for Name Change or expired documents, Section B if student left WWU for over a year ago)	n/a	Yes	No

I-9 reviewed by: _____

5. Does student have a current W-4 on file with Human Resources?		Yes	No
6. Have you confirmed student is not employed in other non-student employment positions at the University?		Yes	No
7. International Students (with F-1 or J-1 visa status) have had their eligibility confirmed by International Programs and Exchanges at 360-650-3298	n/a	Yes	No
8. Have you identified a process to confirm the average Maximum Hours per Week will be no higher than 19 hours for all positions worked during the academic year?		Yes	No
9. This position does not replace a Classified Position	Correct	Incorrect	

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
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Termination - Transaction or Form #:

Effective Date:

Complete Date: