

LAKE FOREST COLLEGE-HIRE FORM 2013-2014

Student Employee Authorization August 25, 2013 through May 17, 2014

LEVEL 1 JOBS: PRIORITY WILL BE GIVEN TO WORK-STUDY STUDENTS

Student's Name _____ ID Number _____

Student: Accepting Student Employment means you accept responsibility for fulfilling the duties and schedule established by your supervisor. Your supervisor will review your performance, at least annually, but has the right to terminate employment (at any time) if work is not satisfactorily; the College also reserves the right to terminate employment when you have earned or exceeded your work-study amount shown on your Financial Aid Announcement. Please review your rights and responsibilities as a student employee in "Federal Work-Study Program and On-Campus Student Employment" handbook.

Please note students may work up to 12 total hours per week, unless exceptions are granted. In addition, International students may not be paid for hours that exceed the maximum hours allowed per their Visa.

Certain jobs must be approved by Business Office; consequently, completion of this form does not guaranty employment.

To begin employment, you must:

1. Complete an I-9 Form and all federal and state tax forms with the Business Office
(Only required if you have not been paid by Lake Forest College)
2. Meet with the department supervisor regarding your employment assignment.
3. Complete and sign this form and return original to the Business Office.
4. Once the Hire Form is completed and the position is approved, your timecard will be loaded to my.lakeforest

Pay periods run approximately two weeks; the pay period begins on Sunday and ends on Saturday. You must enter your hours on my.lakeforest (LFC's internal website) each day you work; at the end of the each pay cycle, you must **Finalize** your timecard on or before the Sunday after the pay period ends. Your supervisor will approve your timecard for Payroll Processing.

Department _____ Account Number _____ - _____ - _____

Job Title/Description of Duties _____

My signature below indicates that I understand and accept the terms of my Student Employment.

Student Signature _____ Date _____

Supervisor OR Dept Chair Signature _____ Date _____ Print Supervisor's Name _____

WHO APPROVES STUDENT'S TIMECARD ON THE WEB? (PRINT NAME and ID Number if known)

Approver (Print Name)

Timecard Approver's ID number (if known)

Business Office Use Only:

FWS?

Position Code _____ Rate of Pay \$ _____ Level 1 2 3 4