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| Student Employee Information | | | | |
| Student Name: | Student ID number: | Hourly pay rate: | | Start and End date: |
| Budget Number (budget used to pay this student employee)  Fund\_\_\_\_\_\_\_ Dept ID \_\_\_\_\_\_\_\_\_ Program \_\_\_\_\_\_\_\_ Project\_\_\_\_\_\_\_\_ CF1\_\_\_\_\_\_\_\_\_ CF2\_\_\_\_\_\_\_\_\_\_\_\_\_  Short Job Description-duties/tasks: | | | | |
| Supervisor and Department Contact Authorization | | | | |
| As a supervisor, I will:   * Verify the accuracy of and sign student timesheets at the end of each pay period. * Ensure adequate supervision commensurate with job duties, provide the training necessary for successful job performance, assign tasks and responsibilities to the student and establish work rules and standards of performance.   I certify that I know and understand my department’s responsibilities when employing a student. | | | | |
| Print Supervisor Name:  Supervisor ID: | | | Phone: | |
| Supervisor Signature: | | | Date: | |
| Student Certification | | | | |
| As a student employee, I will:   * Sign and submit timesheets to my supervisor at the end of each pay period. * Perform the tasks assigned to me by my supervisor in accordance with work standards established by my supervisor, communicated with my supervisor to clarify my understanding of departmental rules, organization of work, policies, lines of supervisor authority, job duties, work schedules, and performance standards. * Be aware of my rights as a student employee and understand the rules outlined in the Regents’ Basic Policy on Student Employment (found at http://www1.umn.edu/ohr/ohrpolicy/Student/Rules/basic.htm). | | | | |
| Student Signature: | | | Date: | |



Federal law requires that all employees be authorized to work in the United States. This employment offer is contingent upon verification that you meet this requirement. In addition, if you are here on a non-immigrant visa, you must be authorized specifically to work at the University of Minnesota. Regardless of your citizenship status, you must: 1) complete and submit Section 1 of I-9 Form found at I-9 Express (go to <http://www.newi9.com/> and complete the employee section of the I-9 process. Use the University of Minnesota code #13636 and when prompted to choose location, select "UMC Academic Affairs" from the pull down menu.) on or before your first day of work for pay, 2) provide the required I-9 documentation described on I-9 Form to establish your identity and authorization to work (Bring the documentation you identified from lists A or B and C when completing the online I-9 Form to Breezie Lund in Human Resources at 118 Selvig Hall.  Breezie will finalize the employer part of the online I-9 form and submit it to E-Verify) on or before your first day of work for pay, and 3) receive confirmation from the University that your documentation satisfies the federal law requirements. **Your employment, including any rights and privileges afforded under the University's codes, policies, and agreements applicable to your position, does not begin until all these steps have been completed. If you report to your first day of work without the required I-9 documentation, you will be sent home and will not be allowed to begin working until you present the required documents.**