



# STUDENT EMPLOYMENT CONTRACT

Student Payroll Service Center ♦ 114 Phillips Hall ♦ (828) 250-2352

Student's name: \_\_\_\_\_ Student's Job Title: \_\_\_\_\_

ID#: 930 \_\_\_\_\_ Preferred name: \_\_\_\_\_ Preferred pronouns: \_\_\_\_\_

Projected graduation date: \_\_\_\_\_ | UNCA email: \_\_\_\_\_@unca.edu | Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Is this an international student? No | Yes (*contact Director of International Student Services before hiring int'l students*)

Hiring supervisor: \_\_\_\_\_ Supervisor's department: \_\_\_\_\_

HOURLY JOB		
Departmental Fund	Federal Work Study	Student Employment Fund
Fund #: _____	Fund #: <u>552999</u>	Fund #: <u>216057</u>
Hourly rate: \$ _____	Hourly rate: \$ _____	Hourly rate: \$ _____
Start date: _____	Start date: _____	Start date: _____
End date: _____	End date: _____	End date: _____
Time approver: _____	Time approver: _____	Time approver: _____
Timesheet proxy: _____	Timesheet proxy: _____	Timesheet proxy: _____

STIPEND (FLAT RATE)	
One payment	Multiple payments
Fund #: _____ Payment amount: \$ _____	Fund #: _____ Payment amount: \$ _____
Est'd weekly hrs: _____ Pay date: _____	Est'd weekly hrs: _____ Pay dates: _____
Start & end dates: _____ - _____	Start & end dates: _____ - _____

ACKNOWLEDGEMENTS & SIGNATURES	
Supervisor section	Student employee section
<p>I agree to hire the above named student, in the position noted, for the time period listed above (not to exceed one full year, and not past their graduation date), and in accordance with the <a href="#">Student Employment Policy</a> (Policy #160). I will report any future changes in budget fund, rate of pay, and/or vacated/terminated status by completing a <a href="#">Student Employment Change Form</a>. (found here: <a href="https://payroll.unca.edu/forms">https://payroll.unca.edu/forms</a>) I will submit the original contract to the Student Payroll Service Center.</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>I acknowledge that I must adhere to the policies and procedures listed in the UNCA Student Employment Policy &amp; Student Employment Guidelines (found here: <a href="https://payroll.unca.edu/student-employment">https://payroll.unca.edu/student-employment</a>), the Sexual Misconduct and Interpersonal Violence Policy (found here: <a href="https://titleix.unca.edu/university-policies">https://titleix.unca.edu/university-policies</a>), and the Confidentiality Statement (found here: <a href="https://payroll.unca.edu/student-employment">https://payroll.unca.edu/student-employment</a>).</p> <p>Signature: _____</p> <p>Date: _____</p>