STUDENT EMPLOYMENT HIRING FORM

Hennepin Technical College

Submit completed form to Student Life and Career Development.

Student Name: _____ Star or Tech ID: _____
Last Name   First Name   MI

Supervisor Name: _____ Supervisor Star or Tech ID: _____
Last Name   First Name

Supervisor Email: _____ Academic Year (FY): _____ Campus: ❑ BPC/PSPSC ❑EPC

Position Hiring for:_____ Start Date: _____ End Date: _____

Calculate Hours Per Week:

$$\frac{\text{\_\_\_\_\_}}{\text{Total \$ Amount for Term}} \div \frac{\text{\_\_\_\_\_}}{\text{Rate of Pay}} = \frac{\text{\_\_\_\_\_}}{\text{Hours Available for Term}} \div \frac{\text{\_\_\_\_\_}}{\text{\# of Weeks in Term}} = \frac{\text{\_\_\_\_\_}}{\text{\# of Hours per Week}}$$

Example: $5,000 ÷ $15/hr = 333 hours ÷ 16 weeks = 20 hours per week

Work Study Process Checklist

❑ Student <u>FAFSA</u> on file – appears on student's eServices (**Student**)

❑ Student Employment Hiring Form (**Supervisor + Student**)

❑ Student Work Study Forms (**SLCD**)
- Student Employment Application
- W-4 Employee's Withholding Allowance Certificate
- I-9 Employment Eligibility Verification Form

❑ Position approval and On-Boarding for obtained position

Hourly Employment	Position(s)	Rate of Pay Hourly	Total Amount of Allocated Funds	Department Cost Center
❑ Work Study Student Employee		$15		
❑ Student Helper (Contracted)		$15		

or

Stipend Employment	Position(s)	Stipend	Annual Dollar Cap	Cost Center
❑ Notetaker				
❑ Student Senate				
❑ Student Life Board				
❑ Other				

❑ I, the hiring supervisor, have discussed the confidentiality agreement, position responsibilities, and tasks with the student <u>prior to starting</u>. *(required)*

Supervisor Signature: _____ Date: _____

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