Hennepin Technical College

STUDENT EMPLOYMENT
HIRING FORM

Submit completed form to Student Life and Career Development.

Student Name: ___________________________ Tech ID: ________________

Last Name First Name MI

Supervisor Name: ________________________ Supervisor Tech ID: ________________

Last Name First Name

Supervisor Phone: ____________ Academic Year: ____________ Campus: BPC/LECJEC EPC

Position Hiring for: __________________________ Start Date: ____________ End Date: ____________

Calculate Hours Per Week:

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

Example: \$3,000 + $13/hr = 230 hours + 16 weeks = 14 hours per week

<table>
<thead>
<tr>
<th>Hourly Employment</th>
<th>Hours per week</th>
<th>Rate of Pay Hourly</th>
<th>Total Amount of Workstudy Funds</th>
<th>Department Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Employee</td>
<td></td>
<td>$13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Student Employee</td>
<td></td>
<td>$13</td>
<td></td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Student Experience Team (SET) Leader</td>
<td></td>
<td>$15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Stipend Employment</th>
<th>Position</th>
<th>Stipend</th>
<th>Annual Dollar Cap</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notetaker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Senate</td>
<td></td>
<td></td>
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<tr>
<td>Student Life Board</td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

I, the hiring supervisor, have discussed the confidentiality agreement with the student. (required)

Supervisor Signature: __________________________ Date: ____________

Student Life and Career Development Office Use Only

Package the following and submit to Fin Aid to complete the hiring process: By__________ Date__________

- Student Employment Hiring Form
- Printout of Federal/State Workstudy Award from student’s eServices account (if applicable)
- Student Employment Application
- Position Description
- I-9 Employment Eligibility Verification Form
- W-4 Employee’s Withholding Allowance Certificate

Financial Aid Office Use Only

Electronic copy of above forms sent to student, hiring supervisor, and payroll By__________ Date__________

Electronic copy scanned and linked to student record By__________ Date__________