

Northland College
2020- 21 Student Employment Contract
August 31, 2020 – May 27, 2021

No student will be allowed to start work until this Student Employment Contract has been received along with I-9 documentation. If a student has no work study award amount, they will need to contact the Financial Aid Office to complete financial aid requirements. Simply having this contract does not guarantee the student's eligibility. Supervisors will be contacted via email when a student is eligible to begin working.

STUDENT SECTION:

Student Name (please print): _____	Student ID: _____
Work Study Award Amount \$ _____ (found on your mynorthland portal)	
<i>I agree to be a responsible employee of Northland College, bound by all rules and regulations set forth by the Student Employment Manual. I understand that any false information given on my timesheets will result in disciplinary action. I have received, read and understood the Student Employment Manual and will comply with the policies and procedures. I agree to maintain confidentiality of all information and understand that any disclosure of confidential information is grounds for immediate termination.</i>	
Student Signature: _____	Date: _____

SUPERVISOR SECTION:

Hiring Supervisor for Student: _____	
Department Head: _____	
Department: _____	Student Position: _____
Wage rate/hour: \$ _____ (Wage other than \$7.25 requires approval)	
<i>I agree to oversee the duties performed by this student while making sure she/he adheres to the rules and regulations set forth by the Federal Government and Northland College regarding the Student Employment Program. I have received, read and understood the policies and procedures set forth in the Student Employment Manual.</i>	
Student Supervisor Signature: _____	Date: _____
Department Head Signature: _____	Date: _____

FINANCIAL AID OFFICE SECTION:

Rate of Pay: _____ \$7.25 per hour	_____ \$ _____ per hour approved by _____
<u>Payroll Forms Completed:</u>	Department Code: _____
_____ I-9	Approved On: _____
	Supervisor Notified: _____
	Supervisor ID: _____