COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

Undergraduate Work Study Student Employment Authorization and Contract

First-time student employees must file new hire documentation with Controller's Office/Payroll BEFORE start date or the contract is null and void. Complete this form once you are hired and turn in to your supervisor.

CWID_____ Name_____ Birthdate_____

Email_____ @mymail.mines.edu   Phone #_____

Local Address (Street, City, Zip)_____

STUDENT ELIGIBILITY:
I have been awarded maximum amount of $_____ under the following program:
(View amount awarded on Trailhead>Self Service>Award>Award for Aid Year>yyyy-yyyy>Award Overview)

- ☒ **262087**   **CSM Employment Award**
- ☐ 534203   Colorado Work Study –Need
- ☐ 534203   Colorado Work Study –No-Need
- ☐ 533222   Federal Work Study - Need

Please initial each statement.

_____   My allotment of work study funds will be shared between all work study jobs acquired.
_____   I cannot work more than 20 hours (part-time) a week, between all jobs, while classes are in session.
_____   I must be enrolled in at least 6 undergraduate credit hours.
_____   My employer and I are responsible for tracking my earnings.
_____   Failing to monitor funding may result in use of department funds and possible termination of employment.
_____   I must submit my timesheet by the end of each payroll period in Trailhead.
_____   My financial aid requirements are complete (check on Trailhead>Financial Aid>Requirements).

By signing this contract I understand and agree with the statements above.

STUDENT SIGNATURE_____   DATE_____

==============================TO BE COMPLETED BY EMPLOYER==============================

DEPARTMENT_____ TIME SHEET ORG#_____ JOB TITLE_____

START DATE_____ TO May 10, 2019   Pay Rate $_____ /hour   Hours/week_____

DESCRIPTION OF DUTIES_____ RESEARCH? Please circle: Yes   No

WEB TIME APPROVER_____ CWID_____ Position #_____

Students and employers are responsible for tracking earnings. Students with more than one job will split the award between them. Departments will be responsible for any overages. Late time sheets will be charged to the index code below. Students may work a total of 20 hours/week between all jobs on campus; 40 hours when class is not in session.

Departmental Index Code to charge if an overage occurs_____(Banner)

Supervisor's Signature_____Date_____Phone #_____

Department Head_____Phone #_____

Employer: Return contracts to the Controller's Office or email student.contracts@mines.edu.

FOR OFFICE USE ONLY   POSITION NO: Entry Date: REG:

Received Date: **UGWCSM-**

POSITION NO:

UGWCSM-

Entry Date:

REG: