STUDENT EMPLOYMENT AGREEMENT

Concordia University

800 N. Columbia Ave., Seward, NE 68434

Agreement Conditions

1. Completion of Student Employment Agreement by Student Employment Supervisor and Student Employee when the student is hired.
2. Incompletion of paperwork as required for the Payroll Office will result in a delay of pay for time worked.

This section to be completed by Supervisor

Name of Student: _____ Banner J#: _____
First M.I. Last

Start Date: _____ End Date: _____

Job Title: _____

Department Name: _____

5 digit Department Organization # to be Charged: _____

Has this student worked in this job before? ☐Yes ☐No If yes, number of years: _____

Hourly Rate of Pay for this job: $_____

This section to be completed by Student Employee

Have you worked on campus before? ☐Yes ☐No

This agreement is between Concordia University-Seward, Nebraska and the student employee named above.

This is not a guarantee of wages since this agreement may be terminated at any time by either the employer or the employee.

Employment is not effective until conditions are met as determined by the Student Payroll Office. When conditions are met, the student employee is **not** to work over *40 hours per week for all Concordia University student employment positions combined unless specially authorized. (*20 hours maximum for foreign students)

This agreement is restricted to employment in the department identified above. Violations of work rules or regulations or unsatisfactory performance of work assignment (as determined by the supervisor) may result in dismissal of the student and the cancellation of this employment agreement.

I have read and understand the terms of this employment agreement.

_____ XXX - XX - _____ _____
Signature of Student Employee Social Security Number (last 4 digits) Date

Approvals

_____ _____
Printed Name of Supervisor Signature of Supervisor

_____ _____
Printed Name of Time Sheet Processor Signature of Time Sheet Processor

Payroll Office Use Only

Position #: _____

Date/By: _____

Route the following 3 copies to the Payroll Office – **White:** Payroll – **Yellow:** Student **–** **Pink:** Supervisor

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