

Student Employment Application

Steps to Employment:

- 1) Check for available positions in any department you are interested in.
- 2) Complete a *Student Employment Application* to share with the hiring department.
- 3) Schedule an interview with the supervisor of the hiring department (if necessary).
- 4) Complete a work agreement with your supervisor
- 5) Once you are hired, complete hiring paperwork:
 - W-4 (current year)
 - I-9 (complete in person)
 - Direct Deposit or Rapid Pay Card
- 6) Start working!

Student's Name: _____ Student ID: _____
Last First

In the chart below, please list your availability to work. Please remember the following:

- Students may not work during Chapel hours, unless they are exempt from attending.
- Students may not work during scheduled class times.

Work Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					

Student's Signature: _____ Date: _____

Completed by Office of Financial Aid:

Institutional

Federal

Texas

Student Employee Expectations

I certify that all the information provided by me in connection with my application is true and complete and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire, or if hired, termination of employment.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I understand that submission of this application does not mean I have been hired or employed by WBU nor is this application a contract of employment.

All employee documents must be fully complete and on file with the Office of Financial Aid before work begins. If you begin working prior to completion of all required employment paperwork, your pay will be delayed until complete.

Student Employee Expectations

- Conduct yourself in accordance to the Student Conduct Standards as outlined in the *Wayland Student Handbook*.
- Adhere to any standards required by your supervisor of hired position (e.g., dress code, training, desk organization, confidentiality, etc.)
- Arrive to work by your scheduled/agreed upon time each shift.
- Communicate with your Supervisor as early as possible if you will be late or if you are not able to make a shift.
- Your timesheet must be accurate and completed in a timely manner.

Timesheets:

- Students are required to clock in and clock out through their timesheet on Self Service
- Due the 15th and last day of each month. If either of these dates fall on a weekend, timesheets will be due the Friday before that date.
- Pay day is the 15th and last day of each month. If either of these dates fall on a weekend, you will be paid on the Friday before that date. Reminder, student employee payroll is always one pay period behind.
- Complete your timesheet through Self Service and submit it
- Must be approved by your supervisor through Self Service
- Your Supervisor is responsible for submitting your completed timesheet each pay period.

Questions regarding Student Employment should be directed to studentemployment@wbu.edu.

You may not start working until all required legal employment documents are complete and submitted to the Office of Financial Aid. By signing below, you are agreeing to the above statements and expectations and have completed the required hiring paperwork.

Student Signature: _____ **Date:** _____

Financial Aid Advisor: _____ **Date:** _____