



# STUDENT EMPLOYMENT CONTRACT

## JULY 1, 2023 – JUNE 30, 2024

### STUDENT SECTION

Student Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Centenary ID #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Pay Rate: 7/1/23-12/31/23 = **\$12.01/hr** ; 1/1/24-6/30/24 = **\$12.86/hr**

Please read each term of this agreement and check all boxes to indicate that you understand. This section must be completed.

- I may not begin working until my supervisor and I have received an e-mail confirmation from Human Resources approving me to work.
- I am only permitted to work **one (1)** work-study position on campus.
- I may not work during class time.
- I may work no more than **10 hours per week** for Centenary University in any capacity.
- I may work no more than my **Awarded Amount per academic year** as a student employee for Centenary University in any capacity.
- I must notify my supervisor if I cannot work due to illness or a personal circumstance.
- I am responsible for logging work hours in **ADP** upon starting and ending my shift.
- I may be dismissed from my position if I do not meet the requirements of the department.
- Information which I have access to on my job such as information regarding any Centenary student is confidential and may not be released to anyone other than the student in question.
- I am prohibited from disclosing any financial information under the Gramm-Leach Bliley Act, and such disclosure can result in disciplinary action up to and including expulsion from Centenary University.
- Any request for information that I receive from any other source should be referred to a regular department employee and I am subject to both loss of employment and possible disciplinary action by Centenary University if I do not do so.

>> FERPA information can be accessed at: <http://www.centenaryuniversity.edu/privacy-policy/> <<

**STUDENT: PLEASE TYPE YOUR DIGITAL SIGNATURE BELOW & EMAIL THIS FORM TO YOUR SUPERVISOR FOR THEIR DIGITAL SIGNATURE.**

By signing below, I agree to adhere to all the terms listed above:

Print Student Name	Student Signature	Date
--------------------	-------------------	------

### SUPERVISOR SECTION

**SUPERVISOR: PLEASE TYPE YOUR DIGITAL SIGNATURE BELOW & EMAIL THIS FORM AND THE JOB DESCRIPTION TO FINAID@CENTENARYUNIVERSITY.EDU.**

>> Student may NOT begin work until e-mail confirmation is received by supervisor from Human Resources <<

Print Supervisor Name	Supervisor Signature	Date
-----------------------	----------------------	------

### FINANCIAL AID SECTION

**FINANCIAL AID: PLEASE TYPE YOUR DIGITAL SIGNATURE BELOW & SAVE THIS FORM TO SHAREPOINT.**

Funding Source: Federal: \_\_\_\_\_ Institutional: \_\_\_\_\_ Award Amount:\$\_\_\_\_\_

Print Financial Aid Name	Financial Aid Signature	Date
--------------------------	-------------------------	------

*No student employee will be paid less than 85% of the NJ State Minimum Wage.*

**ALL SECTIONS OF THIS FORM MUST BE COMPLETED.**

*(Please see Page 2 for instructions.)*

## INSTRUCTIONS

After receiving a job offer from a campus office, please do the following:

If you are a **RETURNING** student employee/work-study:

Step 1 – Complete the Student Section of the Student Employment Contract. Please type your **digital signature** on the form and email it to your Supervisor for their **digital signature**. Do not print the form or obtain handwritten signatures.

Please note the following:

- You will receive an email from Human Resources once you are approved to begin working. You may not start working without this approval. Typical processing time is between 5-10 business days. If you have any questions, please contact Human Resources at [hrdept@centenaryuniversity.edu](mailto:hrdept@centenaryuniversity.edu).
  - **Setting up Direct Deposit of your paycheck is highly recommended.**
- 

If you are a **NEW** (first time) student employee/work-study:

Step 1 – Complete the Student Section of the Student Employment Contract. Please type your **digital signature** on the form and email it to your Supervisor for their **digital signature**. Do not print the form or obtain handwritten signatures.

Step 2 – Complete and email **ALL** of the following paperwork to Human Resources at [hrdept@centenaryuniversity.edu](mailto:hrdept@centenaryuniversity.edu). These forms can be found at <https://www.centenaryuniversity.edu/academics/career-development/information-for-student-employees-work-study/>

1. Agreement Concerning Confidentiality and Non-Disclosure
2. Direct Deposit Authorization
3. Employment Application
4. Form I-9 and I-9 Documents (Refer to the “I-9 List of Acceptable Documents” on the webpage above)
5. Form W-4
6. Personal Data Form

Please note the following:

- Your paperwork will not be accepted unless you include **ALL** required documents. If **ALL** required documents are not submitted together to Human Resources, this will delay the start of your student employment/work-study position.
- You will receive an email from Human Resources once you are approved to begin working. You may not start working without this approval. Typical processing time is between 5-10 business days. If you have any questions, please contact Human Resources at [hrdept@centenaryuniversity.edu](mailto:hrdept@centenaryuniversity.edu).
- **Setting up Direct Deposit of your paycheck is highly recommended.**