



COLORADO SCHOOL OF MINES

Undergraduate Student Employment Agreement

Departmental Form for Hourly Employees

Section 1 - To be completed by Student Employee

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CWID

First Name

Last Name

I am a (check all that apply):

New Mines Student Employee Work Study Recipient

Current/Previous Mines Student Employee Working/Plan to Work Multiple On-Campus Jobs

My signature indicates my understanding that I am only permitted to work 20 hours per week during the Academic year (Fall and Spring Semesters) or up to 40 hours during the Summer across all campus jobs. I understand that I am ineligible for unemployment benefits based on my student employee status. I understand I am not eligible to work until all employment requirements are submitted to or completed by the MAPS office*.

*New student employees are required to complete the new hire onboarding process within Workday **and** visit the MAPS office to complete the Form I-9.

Student Signature

Date

Section 2 - To be completed by Employing Department

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|--|--|--|--|--|

Employing Department

Cost Center

Business Title

Hours/Week

FTE

| |
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| |
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Description of Duties

| | | | | | | |
|----------------------|----|----------------------|----|----------------------|-----------|----------------------|
| <input type="text"/> | to | <input type="text"/> | at | <input type="text"/> | paid from | <input type="text"/> |
| Hire Date | | End Employment Date | | Hourly Rate | | Worktag |

| | | |
|--|--|--|
| | | |
|--|--|--|

Supervisor Signature

Supervisor Name

Date