



**Undergraduate Student Employment Agreement  
Departmental Form**

Revised 03-23-2021

☐ **REVISION**

CWID	First Name	Middle Name	Last Name
Street	City	State and Zip	Phone
			<input type="checkbox"/>
Birthdate	Mines Email Address	Resident	Non-Resident
<input type="checkbox"/> New Mines Student Worker	<input type="checkbox"/> Current/Previous Mines Student Worker	<input type="checkbox"/> Awarded Work Study	

***My signature indicates my understanding that I can only work 20 hours per week during fall and spring semesters. I understand that I am ineligible for unemployment benefits based on my student worker status. I am not eligible to work until all new hire employment forms are submitted to the MAPS Office.***

*Student new hire documents are available in MAPS (Guggenheim 224) or via Mines Help Center.*

**Student Signature**

**Date**

**TO BE COMPLETED BY EMPLOYING DEPARTMENT:**

***Submit completed forms through [maps.mines.edu](https://maps.mines.edu)***

***Do not use this form for work study awards or fellowships via student accounts.***

Employing Department	Timesheet Org	Job Title	Hrs per Week 20 Hrs. Max Fall/Spring	FTE Hrs per week/40*100=FTE i.e. 10 hrs/week = 25%

**Description of Duties**

<input type="text"/>	to	<input type="text"/>	at	<input type="text"/>
<b>Actual Start Date</b>		<b>End Date</b>		<b>Hourly Rate</b>

<input type="text"/>
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**Banner Institutional Index Code**

☐ ***Check if student will be performing research duties***

Web Time Approver Position #	Web Time Approver CWID	Web Time Approver

Supervisor Signature	Supervisor Name	Phone	Date

Department Head Signature	Date

**Return form electronically via Mines Help Ticket at [maps.mines.edu](https://maps.mines.edu)**