



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

Current/Previous Mines Student Employee

Work Study Recipient

Working/Plan to Work Multiple On-Campus Jobs: YES

NO

If yes, please list all additional jobs below:

Start Date	Hours Per Week	Department	Supervisor Name

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 in Workday **and visit the MAPS office for in-person verification of Form I-9 document.*

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Student Signature

Date

Section 2 - To be completed by Employing Department

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Employing Department

Cost Center

Business Title

Hours Per Week

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Description of Duties

	to		paid		paid from	
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Hire Date

End Employment Date

Hourly Rate

Department/Overage Worktag

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Supervisor Signature

Supervisor Name

Date