

ONE PAY STUDENT PAYROLL HIRE FORM AND REQUEST FOR PAYMENT

Date: _____ Employee Name: _____

Hiring Department: _____ Employee Clark ID #: _____

Citizen of USA ☐ Lawful Permanent Resident ☐ International Student ☐

POSITION DATA

Position/Description of Services

*****New employees of the University are required to complete requisite employment forms (e.g. I-9, W-4, M-4, Direct Deposit, etc.) prior to performing any service. The Department of Homeland Security's I-9 Employment Eligibility Verification form must be completed and signed no later than the first day of employment and requires two forms of photo identification. All students must complete required employment forms with the Office of Student Employment.***

Date of Employment: From: To:
Where are services being performed: Clark ☐ Other ☐ City:
State:
Country:

\$ _____ per hour x _____ total hours = Total wage: \$ _____

*****Wage must meet MA minimum wage requirement of \$15.00 per hour*****

FUNDING DATA

Fund #: Org #: Account Code:

Student Employee Account #'s:
Undergrad Non Workstudy 6053 Graduate Other Wages 6056

APPROVALS

I certify that the student has been hired to fulfill the position outlined above for the rate and number of hours detailed.

Authorized Supervisor's Signature Extension Date

STUDENT EMPLOYEE AFFIDAVIT

I agree with the above total hours and rate detailed above. I will not work more than the assigned hours. If more are worked, my supervisor will be notified.

Employee Signature

As an International student I confirm that I have not worked more than 20 hours in one week, 40 hours in the pay period for all on-campus jobs combined.

Employee Initials

2/24

Completed forms should be sent to the Office of Student Employment for processing.