

College of Architecture, Art, and Planning - Student Employment Form

FOR STUDENT COMPLETION: (NOTE: IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER, YOU MUST CONTACT ISSO TO OBTAIN ONE)

Legal Name: Net ID: Student ID #:

I am currently registered and active in a full-time degree-seeking program and I am not being paid for these hours via a stipend (required in order to be hired as a student worker)

Graduation Date*: *If unsure, please include anticipated graduation date

I participate in the following: Undergrad Program Masters Program PhD Program
 (Please Check All That Apply) COSEP CPRS Cornell Tradition Fellowship Federal Work Study

The following forms are on file: I-9 Form (REQUIRED PRIOR TO WORKING) W-4 Direct Deposit

Are you currently working in other Dept(s)? NO YES (If yes, please list)

Will you be performing any work off campus? NO YES (If yes, please fill out information on back of form)

My Start Date is on*: *You may NOT work or log any hours into Kronos prior to your first day of work

Student Signature (REQUIRED): _____ Date: _____

FOR SUPERVISOR COMPLETION (KRONOS APPROVER): (PLEASE COMPLETE ALL FIELDS)

Termination Date* (If Applicable): *The student may NOT work or log any hours into Kronos after their termination date without notifying the Department's Manager

Account Number:

Type of Work (Choose one): Administrative Asst. Art/Ent. Asst. Research/Lab Asst. Community Service Asst.
 Labor/Facilities Asst. Computer Asst. Library Asst. Academic Service Asst.

Brief Description of Student Duties:

Hourly Rate: \$10.00 - Entry Level/Inexperienced, lower level position
 \$11.00 - Experienced in lower level position
 \$13.00 - Higher level position; such as management of an area or supervising others

I understand I will be responsible for approving Kronos hours bi-weekly for this student, and if more than 25 days have elapsed since the student's first day of work (indicated above), all necessary paperwork is attached.

Supervisor Signature: _____ Net ID: _____ Date: _____

PLEASE TURN INTO THE BUSINESS SERVICE CENTER, 140 SIBLEY HALL. THANK YOU.

Revised July 2013

To be completed by BSC:
 At time of form's submission:
 Eligible ___/___/___ Not Eligible ___/___/___
 Sr. Serv. Assoc. Approval _____ FWS Amt. \$ _____ Provide US Citizen New Student Hire Packet
 Kronos Access: Clock / Web / Both Provide Foreign Nationals New Student Hire Packet
 Notified Not to Work I-9 Faxed to Student Employment ___/___/___
 Notified Supervisor Not to Work

Processing Checklist:
 Entered into Workday ___/___/___ I-9 Exp. Date: Enter: Pay Rep Group Kronos Timecard
 Position #/ Level _____ Kronos Device FWS Eligibility (if applicable)
 Add Employee/Supervisor to Email Log Pay Rep Group A0 _____ Job Number _____

After Overnight Update into Kronos System:
 Add Supervisor to Kronos Email Request for Web Access Employee Badge Number _____ Email Employment Info. to Student

Termination:
 Termination Date ___/___/___ Entered On ___/___/___ Remove from Kronos Email Log Remove from Supervisor in Kronos

Notes: _____

Student Remote Work Arrangement

Work Expectations

Start date of remote work agreement: _____ End date: _____

Location of remote worksite:

Number of hours worked per week: _____

Form and frequency of contact/interaction between the supervisor and the student employee:

Work to be completed: _____

Method of measuring productivity and quality of work completed: _____

Other: _____

It is expected that the student employee conduct themselves in a professional manner at all times, reflecting respect and responsibility in their position of employment, while complying with all university policies and procedures.