



White Copy – Payroll
 Pink Copy – Student Employment
 Yellow Copy – Fiscal Officer/Supervisor
 Gold Copy – Student Aide

**OFFICE OF STUDENT EMPLOYMENT
 STUDENT EMPLOYMENT HIRING CONTRACT**

**OFFICE OF STUDENT FINANCIAL AID
 INSTRUCTIONS**

This contract is to be completed by the department representative. All four copies are to be sent to the Office of Student Employment. Departments will have the yellow copy returned to them when authorization is affected by this office.

Last Name		First Name		Middle Initial	University ID Number (UID)	
Street Address		City	County	State	Zip	For Office Use Only
CHECK APPROPRIATE BOXES					Maximum Hours _____/wk	
<input type="checkbox"/> Student's First Contract	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> W-4 attached	<input type="checkbox"/> W-4 on file	<input type="checkbox"/> Revision	
<input type="checkbox"/> Change in Source Payment	<input type="checkbox"/> Change in Rate of Pay	<input type="checkbox"/> Change in Name	<input type="checkbox"/> IL W-4 attached	<input type="checkbox"/> IL W-4 on file	<input type="checkbox"/> Reduction	
<input type="checkbox"/> Change of Address	<input type="checkbox"/> Position Reclassification					_____ Hours/Pay Period
Fund Organization Account Program		Position Title and Number		Level	Award Amount	Rate of Pay /hr
Department Account Number		Effective Date		Termination Date		
Fiscal Officer (Print & Sign)				Date	Budget (Sign)	Grant (Sign)
Student (Print & Sign)				Date	Supervisor (Print & Sign)	Date
Grants - Webtime Entry Approver (Print & Sign)				Date	Office of Student Employment (Sign)	Date