

# STUDENT EMPLOYMENT AUTHORIZATION CONTRACT | 2015-16

Return this contract directly to Student Employment (SE). Student Employment will work with the student to complete the W4 and I-9. These, and copies of Social Security card and photo ID, will be forwarded to the Payroll Department. Payroll cannot process the contract without these forms. **Students are NOT permitted to work until this Student Employment Authorization Contract is complete, signed by both the student and supervisor, and then is signed, authorized, and stamped by a Student Employment Administrator.**

<b>STUDENT SECTION</b>	<b>REQUIRED INFO:</b>				
	Last Name		First Name		Student ID
	Social Security Number		Major/Program		Anticipated Graduation (month/year) <input type="checkbox"/> Full-Time Student <input type="checkbox"/> Part-Time Student
	Street Address			<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student	
	City		State	ZIP code	Have you ever been employed on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell phone		NYIT E-mail (SE will only correspond to you via NYIT e-mail) @NYIT.EDU		
	<b>OPTIONAL INFO:</b>				
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: ___/___/___		U.S. Citizen: <input type="checkbox"/> YES <input type="checkbox"/> NO Permanent Resident: <input type="checkbox"/> YES <input type="checkbox"/> NO*	
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other:		*If "NO", National of:			
<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native		Type of Visa: <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> H1 Exp. Date: ___/___/___			
Have you ever been convicted of a crime, other than a minor traffic violation? <input type="checkbox"/> NO <input type="checkbox"/> YES (explain on back of form)					
Have you ever been or are you currently under any disciplinary or academic action at NYIT? <input type="checkbox"/> NO <input type="checkbox"/> YES (explain on back of form)					

<b>SUPERVISOR SECTION</b>	NOTE: SUPERVISOR WHO SIGNS THIS CONTRACT IS THE SUPERVISOR WHO HAS ACCESS TO THE APPROVAL OF TIMESHEET				
	Department Name		Dept. Building & Rm#		
	Supervisor Full Name		Extension	E-mail @NYIT.EDU	
	NYIT Career Net Job Post Number		Campus: <input type="checkbox"/> Manhattan <input type="checkbox"/> Old Westbury		
	Hourly Rate	<input type="checkbox"/> \$9.50 <input type="checkbox"/> \$10.00 <input type="checkbox"/> \$11.00 <input type="checkbox"/> \$13.00 <input type="checkbox"/> Other: \$		Job Type: <input type="checkbox"/> Federal Work Study <input type="checkbox"/> FWS-CS Internship <input type="checkbox"/> Student Aid	
	Total Award	\$	Annual Hours Allowed	Hours	Job Start Date
				*Must be a Monday (Month) (Day) (Year)	

<b>STUDENT SIGNATURE SECTION</b>		<b>SUPERVISOR SIGNATURE SECTION</b>	
I certify that all information provided herein is true and complete, and I understand that any false statements or omission of information will be sufficient cause for rescinding the application or for termination of employment. I understand that the Student Employment position is an "at will" appointment, and I may be terminated at any time without cause.		I agree to employ and supervise the above-named student. It is my sole responsibility as supervisor to monitor the student's hours and award amount to ensure the student does not exceed their allotment. I will ensure all timesheets are submitted on a weekly basis, and I fully understand that any exceed amount will automatically be charged and paid out of my departmental operating budget by the Payroll and Budget Office, and denial of hiring student employees will be enacted for your department.	
Signature of Student:	Date	Signature of Supervisor:	Date

<b>STUDENT EMPLOYMENT ONLY</b>	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> REINSTATEMENT <input type="checkbox"/> DEPARTMENT TRANSFER <input type="checkbox"/> RATE CHANGE <input type="checkbox"/> INCREASE/DECREASE <input type="checkbox"/> OTHER				
	PAY RATE CHANGE		INCREASE/DECREASE OF AWARD		Student Employment Authorization Stamp
	CURRENT RATE	\$	CURRENT TOTAL AWARD	\$	
	NEW RATE	\$	INCREASE or DECREASE BY	\$	
	EFFECTIVE DATE		NEW TOTAL AWARD	\$	
			EFFECTIVE DATE		
	Proper I.D. submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Student Employment Authorization Signature					

