

# Lewis & Clark College

PORTLAND, OREGON USA

## STUDENT EMPLOYMENT REQUEST (ER/A)

June 1, 2007 - May 31, 2008

FEDERAL WORK-STUDY (Earning Limit \$ \_\_\_\_\_)

COLLEGE EMPLOYMENT

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Department Name: \_\_\_\_\_

Account Number: \_\_\_\_\_  5400  5450  5470  
Federal Work Study      College Employment      Off Campus FWS

Supervisor Name: \_\_\_\_\_

Supervisor Contact Info: Ext # \_\_\_\_\_ MSC \_\_\_\_\_ Email Address \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Rate of Pay: \$ \_\_\_\_\_  Hourly  Salary

In order to comply with US Homeland Security Department regulations, all students must **complete an I-9 form no later than the first day of work**. Students must complete the form with the Student Financial Services office. **Failure to have a completed I-9 form on file with the College may result in immediate termination of employment.**

Hours worked by the above named student will be certified on a monthly timecard. Once the timecard is signed by me, I am responsible to retain a photocopy, and ensure delivery of original to Student Financial Services by the published timecard due date. I understand and agree to conditions as indicated in the Lewis & Clark College Student Employment Policies and Procedures, including but not limited to:

- **Student is not eligible to begin work until I have received back a signed authorization from Student Financial Services.**
- Students and employers are both responsible for monitoring earning limits.
- Students may not work more than 20 hours per week when classes are in session, and no more than 40 hours when classes are not in session.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### **STUDENT EMPLOYMENT AUTHORIZATION**

*For SFS Use Only*

All documents completed. Student is authorized to begin work as of \_\_\_\_\_

SFS Signature \_\_\_\_\_ Date \_\_\_\_\_

I-9 Completed \_\_\_\_\_ FWS Eligibility (Y/N) \_\_\_\_\_ FWS Remaining\* \_\_\_\_\_

\* As of most recent payroll period

Time Card to: Supervisor \_\_\_\_\_ Student \_\_\_\_\_ Other \_\_\_\_\_ (initial)