

AMHERST COLLEGE
Student Employment Appointment

Appointee Information

Student Employee's Name _____
(Last) *(First)* *(Middle)*

Student I.D. Number _____ Class Year _____

Department _____ ***** _____
(Name) *(Account Number to Charge)*

Student Employment Position Title _____

New or Additional Appointment

Start Date _____ End Date _____

Hourly Rate \$ _____

If Appropriate: REF or Project Number _____

Principal Investigator _____

Grant Number/Name _____

Change of Hourly Wage Rate

Hourly Wage Adjustment: From \$ _____ per hour To \$ _____ per hour

Effective Date _____

Reason _____

Separation

Last Day Worked _____

Reason Resignation Involuntary Other: _____

Approvals

Department _____ Date _____
(Department Head or Chair)

Financial Aid _____ Date _____
(Financial Aid Officer)

Office Use: NFAC ETAX XWAG ADAP SPAP CPPI PPYD OFFI

Completed: Initials _____ Date _____

Student Employment Appointment

This form provides the Office of Financial Aid information about students employed in Amherst College departments. The form is completed by the department and filed with the Office of Financial Aid. The procedure applies to all student employees, regardless of whether they receive financial aid through the College.

A Student Employment Appointment form should be completed and sent to the Office of Financial Aid when

- A student is newly employed by a department,
- A student is employed in a position with a different hourly wage rate,
- A student's hourly wage rate changes, or
- A student leaves the employment of a department.

Additional information about completing this form:

Appointee Information. Complete this section in every instance. The position title should briefly describe the student's work (e.g., library circulation assistant, laboratory aide, food server).

New or Additional Appointment. Complete this section if the student is newly employed by the department or is appointed to an additional position that has a *different* hourly wage rate. (If the hourly wage rate is the same for the additional position, do not submit a form.) If the end date is uncertain, leave the item blank. Even if an end date is given, complete a new Student Employment Appointment when the student ends employment with the department (see Separation, below). If the student is to be paid from restricted funds or a research grant, complete the additional information, as appropriate. Separate timesheets should be submitted for a student who works under different REF or project numbers even though the employment may be within the same department.

Change of Hourly Wage Rate. Complete this section if the student is continuing in the same position, but will have a different hourly wage rate.

Separation. Complete this section when the student ends employment with no intention of further employment in the department.

Approvals. The department head or chair should sign the form, which should then be sent to the Office of Financial Aid.

Additional Notes

Student employees cannot have their time sheets processed by the Student Payroll Office until the Student Employment Appointment Form is submitted by the department to the Office of Financial Aid. Please note the biweekly student payroll closing dates and submit forms in a timely manner.

Student employees must complete an I-9 form and appropriate tax withholding forms before they can be paid. The employee completes Section 1 of Form I-9 at the time of hire. "Hire" means when employment in exchange for wages or other remuneration begins. Employees may complete Section 1 of Form I-9 before the time of hire, but no earlier than acceptance of the job offer. A review of the employee's supporting document(s) and the completion of Section 2 of Form I-9 has to be done within three business days of the hire in the Office of Financial Aid.

PLEASE RETURN THIS STUDENT EMPLOYMENT APPOINTMENT FORM TO THE OFFICE OF FINANCIAL AID NO LATER THAN THE THURSDAY PRECEDING THE END OF A PAY PERIOD.