



**SEATTLE PACIFIC UNIVERSITY**  
Office of Student Employment (206) 281-2047

<b>OSE USE ONLY</b>		
I-9: _____	PEAEMPL _____	JD _____
AWARD _____		DATE: _____
POSITION #: _____		FWS/NWS _____

**ON CAMPUS WORK REFERRAL 2007-08 ACADEMIC YEAR (9/24/07-6/5/08)**

* _____	* _____	* _____
<b>STUDENT LAST NAME</b>	<b>FIRST NAME</b>	<b>ID NUMBER</b>

\* Are you an international student? Yes or No (specify)

\* If so, please indicate the type of visa you hold: J-1 \_\_\_ F-1 \_\_\_ Other \_\_\_\_\_ (specify)

1. Student must be enrolled for a minimum of 6 regular credits each quarter that is being worked.
2. Student must have an I-9 form on file in Student Financial Services, Demaray Hall 10. If this form was completed last year, contact SFS to make sure it was carried forward to the new year.
3. Student must have a W-4 form on file in Student Payroll, 3<sup>rd</sup> floor Weter Hall.
4. A Job Description (for the position listed below) must be on file on with the Office of Student Employment on the Student Employment website ([www.spu.edu/studentjobs](http://www.spu.edu/studentjobs)).
5. Students may work up to 20 hours per week during the academic year and up to 40 hours per week during breaks/holidays (depending on departmental needs).
6. See statement of Student Job Responsibilities on the reverse side.

*STUDENT'S STATEMENT: I have read and agree to comply with the job responsibilities on the reverse side of this form. I understand that I should not begin working until the above listed paperwork has been correctly completed and submitted to the Office of Student Employment.*

* _____	* _____	* _____
<b>STUDENT SIGNATURE</b>	<b>DATE</b>	<b>CURRENT PHONE #</b>

**IMPORTANT:** *Your signature indicates that you have read the back of this form and are in compliance with the Student Employment requirements listed above.*

**EMPLOYER INFORMATION:** (To be completed by the supervisor when the student is hired.)

Department Fund #: \_\_\_\_\_ Orgn #: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_  
(Banner/Online Timesheet Approver)

Payroll Proxy: \_\_\_\_\_ Student's Job Title: \_\_\_\_\_  
(Approves timesheets in Supervisor's absence) New Proxy  (must be on-file on the Student Employment website)

Hourly Wage: \$ \_\_\_\_\_ Starting Date: \_\_\_\_\_ Hrs/Wk: \_\_\_\_\_  
(If before 9/24/07, please complete a Summer Work Referral as well)

* _____	* _____	* _____
<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>	<b>DEPARTMENT</b>

**IMPORTANT:** *Your signature indicates that you have read the back of this form and are in compliance with the Student Employment requirements listed above.*

Please keep a copy of the work referral form for your records.  
Submit completed work referral form to Student Financial Services, DH 10.

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## **STUDENT JOB RESPONSIBILITIES AND CONDITIONS OF EMPLOYMENT**

(To be read and adhered to by student and employer.)

It is important that you understand your responsibilities in accepting campus employment. The information below must be read carefully. Your signature on the front of this form signifies that you understand and accept our policies. Jobs on campus are not fully guaranteed. Changes in the campus employment budget, your schedule and work performance are some of the factors that could affect the availability of campus employment.

Your responsibilities lie in the following areas:

1. **PERFORMANCE:** You are expected to give punctual, efficient and cooperative performance. The opportunity to build a good employee record should not be taken lightly. You have been given the responsibility of helping to perform an important service on our campus. This may become a valuable employment reference for you at a future time.
2. **DURATION:** In accepting a part-time job, you agree to remain on the job for at least one quarter, and generally one academic year, barring illness, unsatisfactory grades, schedule changes, emergency situations, or other agreements made with your supervisor.
3. **ATTENDANCE:** In case of absence from work, your supervisor must be notified in advance of your usual reporting time.
4. **COOPERATION:** SPU relies heavily on student labor. This entails not only conscientious work on the job, but prompt response in returning/submitting the necessary forms (i.e. work referrals, accurate time sheets, etc.). A new work referral form must be submitted any time you change jobs and at the beginning of each academic year and summer. You must always have a current I-9 on file. If this form was completed previously, contact SFS to verify that it is still valid. A W-4 form is completed the first time you are employed at SPU. At the end of the academic year or upon termination of your attendance, please be sure to leave a forwarding address for your last paycheck.
5. **PAYMENT:** You will be paid twice monthly by check, which can be picked up in the Student Payroll office, 3<sup>rd</sup> Floor Weter Hall. Checks can also be directly deposited into your checking/savings account. Pick up a Direct Deposit Form from SFS or the Finance Office. Time sheets must be submitted electronically to your supervisor on a bi-weekly basis. **IF YOU DO NOT HAVE A CURRENT I-9 FORM, A WORK REFERRAL FORM AND A W-4 FORM ON FILE, YOU WILL NOT BE PAID UNTIL THESE REQUIREMENTS ARE MET.** In the event your student account or any student loans are in arrears, the University reserves the right to credit your check directly to your account (except Federal Work Study wages).
6. **BENEFITS:** No unemployment, vacation, sick leave or health benefits are accrued as a result of your employment as a student employee.

Work Study eligible students who work in Federal Work Study designated positions will be paid through the Federal Work Study Program. A Federal Work Study eligible student that begins working in mid-winter quarter may be placed on Non-Work Study if all FWS funds have been allotted. Positions in ASSP, Marriott, Printing & Mailing, the Bookstore, Landscaping and Campus Ministries are not eligible for Federal Work Study funding and are paid from Non-Work Study funds.

Please keep a copy of the work referral form for your records.  
Submit completed work referral form to Student Financial Services, DH 10.