

## Student Employee Intent to Hire Form

*Undergraduate students enrolled for at least half time (6.0 hours) are eligible for campus employment. Graduate and fifth (5th) year students must apply for employment through the Sweet Briar College Human Resources Department. All positions are part-time for the academic year.*

### STUDENT INFORMATION

Full Legal Name \_\_\_\_\_ Student ID \_\_\_\_\_ Cell Phone \_\_\_\_\_

Nickname (if applicable) \_\_\_\_\_ Class Year \_\_\_\_\_ Email \_\_\_\_\_

Has student previously been employed at SBC? YES NO

Has Student been awarded Work Study funds? YES NO

*New Students are required to complete all new hire paperwork and present acceptable documentation for I-9 completion prior to start date.*

Does the student currently work on campus? YES NO If yes, in what department(s)? \_\_\_\_\_

*Students are allowed to work a maximum of 20 hours per week across all combined positions. Any repeated instances of working more than 20 hours per week when not authorized to do so by the CSE Office may result in termination from one or more positions.*

Is this an International student? YES NO

*INTL Students may also only work 20 hours per week and must complete all new hire paperwork prior to start date.*

### SUPERVISOR INFORMATION

Name \_\_\_\_\_ Extension \_\_\_\_\_ Email \_\_\_\_\_

### IMPORTANT INFORMATION

*Students may not begin working in a position until all new hire paperwork is received and processed by the CSE Office. Students should not be completing their own Intent to Hire forms - supervisors are responsible for completing these forms and sending them to the CSE office at least a week prior to a student's scheduled start date. Students should never begin working before the CSE office has received all required paperwork and processed the paperwork. Students and supervisors must sign the form before it is sent to CSE for processing. Please fill this form out completely.*

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Position Number ST \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

Position Title \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ INDEX \_\_\_\_\_ ORG \_\_\_\_\_

#### STUDENT CERTIFICATION

By signing below, I understand that if authorized to work, my supervisor **must submit this form and any required paperwork before I begin to work.** I understand that I am required to read the **Campus Student Employment Handbook** available on the Campus Student Employment website. I understand that I responsible for all policies & procedures.

*Policies, procedures and dates are subject to change.* I understand that I am responsible for reading all correspondence from Campus Student Employment and checking my SBC email regularly for updates. I understand I am required to submit all hours worked through ADP Time & Attendance and adhere to all deadlines for submitting my hours on time. Failure to do so may result in dismissal from my position(s). Paychecks may be partly funded by the Federal Work Study program.

\_\_\_\_\_  
Student Signature Date

#### SUPERVISOR CERTIFICATION

By signing below, I understand that **ALL information on this form is mandatory, and it will not be processed if incomplete.** Paperwork must be submitted to CSE prior to a student beginning work. *The Intent to Hire Form should be completed by the supervisor and sent directly to HR.*

I understand that as a supervisor I am required to ensure my student worker has submitted their hours worked by the ADP Time & Attendance deadlines every pay period, and that I am required to approve their hours in ADP Time & Attendance on time. Failure to do so may result in loss of my student worker(s). I am also required to complete a performance evaluation for this position.

*Policies, procedures and dates are subject to change.* I understand that I am responsible for reading all correspondence from Campus Student Employment and checking my SBC email regularly for updates and important information.

\_\_\_\_\_  
Supervisor Signature Date

**FOR CSE OFFICE USE ONLY:** Position Number and Suffix \_\_\_\_\_ Job Status - PRIMARY or SECONDARY  
Start Date \_\_\_\_\_ Term Date \_\_\_\_\_ Banner Updated \_\_\_\_\_ Paycom Updated \_\_\_\_\_ JAL Sent \_\_\_\_\_  
Paycom Termination \_\_\_\_\_ Full FOAP \_\_\_\_\_