**Grant-funded Student Employment Form**

**(Summer Employment Only)**

Use this form if you have a student position that will be grant funded taking place during summer to notify HR of the person hired.  A new form will be needed for EACH academic year. Students will be required to complete the W4 form and I9 form, as they have in the past.

*Send the signed form to* ***Sara Weixelman*** *in Padour Walker when the appointment is determined, prior to any work being performed. Send electronic copies to* ***Jason Cottam and Carol Bietz****.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | | |
| **Student ID:** |  | | |
| **Grant or Award Name:** |  | | |
| **Cost Object Number:** |  | | |
| **Rate of Pay if Hourly ($/hour):** |  | **Kronos Supervisor:** |  |
| **Rate of Pay if Stipend (any pay other than hourly):** |  | **List the months/year –OR– percentage effort and timeframe:** |  |
| Summer employment for year 20\_\_\_\_ | | | |

I intend to hire/rehire the above student as a grant-funded research student. I understand that, as a supervisor, I am responsible for monitoring my grant budget and adjusting work hours accordingly. I further understand that as the supervisor, I am required to verify the student’s hours worked on the monthly time card. I have read and understand the employment policies and procedures as presented in the Student Employment Handbook.

**Grant PI:** (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant PI:** (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Office Use Only:**

Position Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I-9 W-4 \_\_\_\_\_\_

Added to Summer Employment Google Doc\_\_\_\_\_