**Grant-funded Student Employment Form**

Use this form if you have a student position that will be grant funded.  A new form will be needed for EACH academic year and another for EACH summer. Students who are not already employed at Doane will be required to complete new hire paperwork before they can be paid.

*Send the signed form to* ***Sara Weixelman*** *(sara.weixelman@doane.edu) when the appointment is determined, prior to any work being performed. Please Cc to* ***Julie Catalina*** *(julie.catalina@doane.edu)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | | |
| **Student ID:** |  | | |
| **Grant or Award Name:** |  | | |
| **Grant G/L Account Number:** |  | | |
| **Rate of Pay if Hourly ($/hour):** |  | **Kronos Supervisor:** |  |
| **Monthly stipend amount (if NOT paid hourly):** |  | **List the months in which to pay stipend listed** |  |
| **Indicate one: Academic year 20\_\_\_ - 20\_\_\_\_ OR Summer 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 \_\_\_\_\_\_

Direct Deposit \_\_\_\_\_ OR Apply to Student Account \_\_\_\_