



## 23-24 SPLIT/TRANSFER EMPLOYMENT AGREEMENT (2 JOBS)

<b>STUDENT NAME:</b>		<b>STUDENT ID# :</b>	
<b>ADDITIONAL INFORMATION</b>			
<b>STUDENT SUPERVISOR</b> 1) _____ 2) _____	<b>YEAR OF EXPECTED GRADUATION FROM GUSTAVUS:</b> _____	<b>SEMESTER WORKING:</b> <input type="checkbox"/> FALL ONLY <input type="checkbox"/> SPRING ONLY <input type="checkbox"/> JTERM ONLY <input type="checkbox"/> BOTH SEMESTERS <input type="checkbox"/> ABROAD: _____	

<b>PLEASE LIST ALL JOBS BELOW:</b>				
<b>K=KEEP A=ADD R=REMOVE</b>	<b>DEPT CODE - DEPT NAME - SUPERVISOR NAME</b>	<b>SUPERVISOR SIGNATURE</b>	<b>EFFECTIVE DATE</b>	<b>AWARD \$/ SPLIT \$</b>
	1)			
	2)			
<p>Student Notes:</p> <p>Supervisor 1 Notes:</p> <p>Supervisor 2 Notes:</p>				

This employment agreement authorizes Gustavus to direct deposit your earnings from student employment into your student account to pay charges for tuition, fees, room, board and other educationally related charges incurred unless otherwise specified. See back for more information.

I have read the terms on the back of the Student Employment Agreement. I understand and accept student employment under the terms stated.

**STUDENT EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **TERMS OF STUDENT EMPLOYMENT AGREEMENT:**

### **Dates of Employment:**

This agreement covers September through May, including Nobel Conference days, reading day breaks, final examination days, touring week, and May Day. This agreement does not cover the breaks for Thanksgiving, Christmas, and Spring/Easter. You are expected to honor all hours scheduled by the department, including evenings, weekends, and breaks covered under this agreement. Changes in schedules due to breaks, exams, etc. should be discussed in advance with your supervisor.

### **Earnings Limit:**

If you have student employment on your financial aid award, you may earn up to the amount listed on your most recent financial aid award from all work positions on campus. Changes in your financial aid award impact this agreement. The amount of the award is not guaranteed and is subject to the availability of work, the compatibility of your schedule with the department's requirements, and the actual number of work hours you complete. Once you have earned the awarded amount of student employment, you will have to stop working unless your supervisor has received approval for additional earnings.

### **Forms:**

You must have a completed I-9, W-4, MN W-4, Direct Deposit, and this Agreement on file in the Financial Aid Office before you can start working.

### **Direct Deposit:**

This employment agreement authorizes Gustavus to direct deposit your earnings from student employment into your student account to pay charges for tuition, fees, room, board, and other educationally related charges incurred. This authorization will remain in effect while you are a student at Gustavus. You may modify this at any time by notifying the Gustavus payroll department to have earnings deposited into your checking/savings account. Any excess student employment funds on your account will be disbursed to you at the end of the academic year.

### **Paydays:**

Student employees will be paid monthly on the 15th. Please submit your time through WebAdvisor. Late reporting will be paid the next month.

### **Attendance:**

The College reserves the right to revoke an agreement in the event attendance, work, conduct, or attitude is unsatisfactory. Being terminated from a student employment position may prohibit you from being employed for at least the remainder of the academic year. If you are terminated, reassignment is based upon the recommendation of the terminating supervisor in consultation with the Financial Aid Office.

### **Confidentiality:**

As a student employee of Gustavus Adolphus College, I understand that I may have access to Gustavus' Confidential Information. I agree as a condition of employment not to disclose any confidential information.

### **Splitting or Transferring Hours**

Students who decide to split their work between 2 or more departments or transfer completely to another department **MUST** complete a new agreement with supervisor's signatures of ALL departments involved. You **MUST** have your current supervisor sign off **BEFORE** splitting/transferring jobs. Please make sure that the department you are adding allows for the type of aid you have in your student employment award. If you are splitting hours, you will need to discuss how your award will be split between the departments with your supervisors. If you are transferring, your remaining funds will be moved to the new department.