



STUDENT EMPLOYMENT HIRING FORM

Hennepin Technical College™

Submit completed form to Student Life and Career Development.

Student Name: _____ Tech ID: _____
Last Name First Name MI

Supervisor Name: _____ Supervisor Tech ID: _____
Last Name First Name

Supervisor Phone: _____ Academic Year: _____ Campus: BPC/LECJEC EPC

Position Hiring for: _____ Start Date: _____ End Date: _____

Calculate Hours Per Week:

$$\frac{\text{Total \$ Amount for Term}}{\text{Rate of Pay}} = \frac{\text{Hours Available for Term}}{\text{\# of Weeks in Term}} = \frac{\text{\# of Hours per Week}}{\text{\# of Weeks in Term}}$$

Example: \$3,000 ÷ \$13/hr = 230 hours ÷ 16 weeks = 14 hours per week

Hourly Employment	Hours per week	Rate of Pay Hourly	Total Amount of Workstudy Funds	Department Cost Center
<input type="checkbox"/> Student Employee		\$13		
<input type="checkbox"/> International Student Employee		\$13	Not Eligible	
<input type="checkbox"/> Student Experience Team (SET) Leader		\$15		

or

Stipend Employment	Position	Stipend	Annual Dollar Cap	Cost Center
<input type="checkbox"/> Notetaker				
<input type="checkbox"/> Student Senate				
<input type="checkbox"/> Student Life Board				
<input type="checkbox"/> Other				

I, the hiring supervisor, have discussed the confidentiality agreement with the student. (required)

Supervisor Signature: _____ Date: _____

Student Life and Career Development Office Use Only

Package the following and submit to Fin Aid to complete the hiring process: By _____ Date _____

- Student Employment Hiring Form
- Printout of Federal/State Workstudy Award from student's eServices account (if applicable)
- Student Employment Application
- Position Description
- I-9 Employment Eligibility Verification Form
- W-4 Employee's Withholding Allowance Certificate

Financial Aid Office Use Only

- Electronic copy of above forms sent to student, hiring supervisor, and payroll By _____ Date _____
- Electronic copy scanned and linked to student record By _____ Date _____