Hennepin Technical College

STUDENT EMPLOYMENT HIRING FORM

Submit completed form to Student Life and Career Development.

Student Name: _____ Star or Tech ID: _____
Last Name *First Name* *MI*

Supervisor Name: _____ Supervisor Star or Tech ID: _____
Last Name *First Name*

Supervisor Email: _____ Academic Year (FY): _____ Campus: ❑ BPC/PSPSC ❑EPC

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

Calculate Hours Per Week:

_____ (Total $ Amount for Term) ÷ _____ (Rate of Pay) = _____ (Hours Available for Term) ÷ _____ (# of Weeks in Term) = _____ (# of Hours per Week)

Example: $5,000 ÷ $17/hr = 294 hours ÷ 14.7 weeks = 20 hours per week

Work Study Process Checklist

- ❑ Student FAFSA on file – appears on student's eServices (**Student**)
- ❑ Student Employment Hiring Form (**Supervisor + Student**)
- ❑ Student Work Study Forms (**SLCD**)
  - Student Employment Application
  - W-4 Employee's Withholding Allowance Certificate
  - I-9 Employment Eligibility Verification Form
- ❑ Position approval and On-Boarding for obtained position

Hourly Employment	Position(s)	Rate of Pay Hourly	Total Amount of Allocated Funds	Department Cost Center
❑ Work Study Student Employee		$17		
❑ Student Helper (Contracted)		$17		

or

Stipend Employment	Position(s)	Stipend	Annual Dollar Cap	Cost Center
❑ Notetaker				
❑ Student Senate				
❑ Student Life Board				
❑ Other				

❑ I, the hiring supervisor, have discussed the confidentiality agreement, position responsibilities, and tasks with the student prior to starting. ***(required)***

Supervisor Signature: _____ Date: _____