

**JACKSONVILLE STATE UNIVERSITY
STUDENT UNIVERSITY AIDE ACKNOWLEDGEMENT**

Any otherwise eligible student may be employed on the University Student Employee Program. Although it is permissible for students to be employed on both the Federal Work Study and other campus work programs, they are discouraged from holding more than one job at a time. **NOTE: All varsity athletes must have permission from the Assistant Director of Athletics - Compliance in order to be employed on any program.**

PART I. To be completed by budget manager prior to work being performed. Complete a new acknowledgement for each period of employment.

_____, Student ID# _____, is to be employed as an at-will student employee in _____ from _____ to _____ at a rate of \$ _____ per hour for up to _____ hours per week. Wages are to be charged to FOAP # _____.

Budget Manager Signature

Date

The student will be paid monthly for work performed, but will not be entitled to any fringe benefits or other compensation. FICA taxes will be withheld, in addition to appropriate federal and state taxes, as required by federal requirements (when enrolled less than part time).

Part II. To be completed by student and presented to the Office of Human Resources. Students will be required to complete tax forms in the Office of Human Resources, present a Social Security Card, as well as documents to satisfy I-9 requirements. Bank information will also be required for mandatory Direct Deposit.

I am enrolled in _____ hours this term.

I am _____, am not _____ participating in varsity athletics. (Athletes must present this form to the Assistant Director of Athletics - Compliance.)

I verify that I have read and agree to the terms of this acknowledgement.

Student Signature

Date

Part III To be completed by the Assistant Director of Athletics – Compliance (if applicable).

Student is _____ is not _____ eligible for employment under terms of the acknowledgement.

Assistant Director of Athletics – Compliance

Date

Part IV To be completed by Human Resources.

HR Officer

Date