



White Copy – Payroll  
Pink Copy – Student Employment  
Yellow Copy – Fiscal Officer/Supervisor  
Gold Copy – Student Aide

**OFFICE OF STUDENT EMPLOYMENT  
STUDENT EMPLOYMENT HIRING CONTRACT**

**OFFICE OF STUDENT FINANCIAL AID  
INSTRUCTIONS**

This contract is to be completed by the department representative. All four copies are to be sent to the Office of Student Employment. Departments will have the yellow copy returned to them when authorization is affected by this office.

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>	<b>University ID Number (UID)</b>	
<b>Street Address</b>		<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip</b>	<b>For Office Use Only</b>
<b>CHECK APPROPRIATE BOXES</b>					<b>Maximum Hours _____/wk</b>	
<input type="checkbox"/> Student's First Contract	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> W-4 attached	<input type="checkbox"/> W-4 on file	<input type="checkbox"/> <b>Revision</b>	
<input type="checkbox"/> Change in Source Payment	<input type="checkbox"/> Change in Rate of Pay	<input type="checkbox"/> Change in Name	<input type="checkbox"/> IL W-4 attached	<input type="checkbox"/> IL W-4 on file	<input type="checkbox"/> <b>Reduction</b>	
<input type="checkbox"/> Change of Address	<input type="checkbox"/> Position Reclassification					_____ <b>Hours/Pay Period</b>
<b>Fund Organization Account Program</b>		<b>Position Title and Number</b>		<b>Level</b>	<b>Award Amount</b>	<b>Rate of Pay /hr</b>
<b>Department Account Number</b>		<b>Effective Date</b>	<b>Termination Date</b>			
<b>Fiscal Officer (Print &amp; Sign)</b>				<b>Date</b>	<b>Budget (Sign) Grant (Sign)</b>	
<b>Student (Print &amp; Sign)</b>				<b>Date</b>	<b>Supervisor (Print &amp; Sign) Date</b>	
					<b>Office of Student Employment (Sign) Date</b>	