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STUDENT TEMPORARY SERVICE AGREEMENT

Academic Year 2022-2023

Effective date:	Student name: Department:				
Account #:	Effective date:	End date:		Hours Per Week:	
STUDENT EMPLOYEE agree that : Understand my duties, responsibilities, and rights as explained by my supervisor. Must provide a day's work for a day's pay. Must report to work on time each day am scheduled to work. Must notify my supervisor in advance if am going to miss work or be late. Must only record time worked on my timesheet and submit it to my supervisor for approval. Must refer to the payroll calendar for timesheet and submit it to my supervisor for approval. Must refer to the payroll calendar for timesheet pay periods, submission deadlines and paycheck dates. Understand may be terminated for reasons that include but are not limited to: continual lateness or absence, poor work performance, violations of confidentiality, stealing, and dishonesty (including falsifying time sheets). Student signature:	Rate per Hour: \$	Hourly	Stipend	Total Amount: \$	
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Student signature:	•			• •	
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Student e-mail address:	Student signature:		D	Pate:	
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