

### Federal Work Study Employment Agreement

#### Student Personal Data:

Name: \_\_\_\_\_ PeopleSoft Employee ID: \_\_\_\_\_

Last 4 SS# \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Total Award Amount\*: \$ \_\_\_\_\_ Award Period Covered: \_\_\_\_\_ to \_\_\_\_\_

Remaining Award Amount: \$ \_\_\_\_\_

*\*Please make sure the student has accepted the award and it is attached to the contract.*

#### Employment Detail:

Job Title: \_\_\_\_\_ Position Number: \_\_\_\_\_

Description of Job: \_\_\_\_\_

Hourly Rate: \$ \_\_\_\_\_ Std. Hours/Week: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Dept. Number: \_\_\_\_\_

Supervised by: \_\_\_\_\_ Work Group: \_\_\_\_\_

State (25%) Budget Code: Dept.(7)\_\_\_\_\_ Account **502331** Fund(4)\_\_\_\_\_

Federal (75%) Budget Code: Dept.(7)\_\_\_\_\_ Account **502331** Fund(4)\_\_\_\_\_

#### To be completed by the student:

Check here if you are currently working as a student assistant or graduate assistant at UB for the current semester in another department, and list the number of hours worked weekly, and the department(s) who supports the additional contract(s). Students may not work more than 19.5 hours per week total in combined assignments.

Department: \_\_\_\_\_ Hours scheduled each week: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note to student: (1) Timesheet – you will be paid for hours worked and reported through web timesheet submission. (2) Tax Form – complete a W-4 Tax Form to set up your tax withholdings under this and any other UB contract in effect. Any withholding questions should be referred to UB Office of Payroll. (3) Student agrees to provide the university evidence of employability as required by the Department of Homeland Security (Form I-9).

#### Approvals:

Dept. Head (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head (print name): \_\_\_\_\_

OHR: \_\_\_\_\_ Date: \_\_\_\_\_