



# Institutional Student Employment Authorization

12401 SE 230TH ST | AUBURN, WA 98092-3622 | (253) 931-6531

## STUDENT EMPLOYEE INFORMATION

NAME: \_\_\_\_\_ SID: \_\_\_\_\_ DOB: \_\_\_\_\_  
(Family Name, First Name, Middle Initial) (Student ctcLink ID Number)

ADDRESS: \_\_\_\_\_ PHONE No: \_\_\_\_\_  
(Number, Street & Apartment number) (City), (State) (Zip Code) (Include area code)

EMAIL: \_\_\_\_\_ @student.greenriver.edu \_\_\_\_\_  
(GRC Student Email) (Personal Email)

Are you currently employed by or have you ever been employed by GRC?  Yes  No If "Yes" than continue to next question

I am **currently** employed. Department employed by \_\_\_\_\_

I am **NOT** currently employed. Department employed by \_\_\_\_\_ Dates employed: \_\_\_\_\_

ANTICIPATED QUARTERLY REGISTRATION: SUMMER 2021 \_\_\_\_\_ FALL 2021 \_\_\_\_\_ WINTER 2022 \_\_\_\_\_ SPRING 2022 \_\_\_\_\_

## SUPERVISOR AND JOB INFORMATION

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_ RATE: **\$15.21**

BUDGET COMBO CODE: \_\_\_\_\_ TOTAL ALLOCATION: \_\_\_\_\_

BUDGET ALLOCATION BY QUATER: SUMMER 2021 \_\_\_\_\_ FALL 2021 \_\_\_\_\_ WINTER 2022 \_\_\_\_\_ SPRING 2022 \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ PHONE No: \_\_\_\_\_

## STUDENT EMPLOYMENT TERMS

- A student employment position may not displace classified or regular full-time positions reduced due to lack of funds or work which occurred during the current or prior year, or impair existing contracts for services, or fill positions which are vacant due to employee strike.
- Work performed by the student employee must not be sectarian related or involve any partisan political activity.
- To participate in student employment, student must maintain at least half time enrollment (6 credits).
- Student employee may not work during scheduled class hours. Student may work no more than 20 hours per week during the quarter session. Student may work longer hours during quarter break period, up to 40 hours per week, provided they continue as a student registered at least half-time the following quarter. Exceeding weekly hour limits or working during class hours may disqualify a student from continued employment through the Student Employment Program.
- Student employee is expected to adhere to scheduled work hours and report time accurately by payroll due dates. Any student unable to adhere to payroll due dates may be disqualified from continued employment through the Student Employment Program.
- Student employee is required to complete Ethics and Nondiscrimination & Harassment training.

**I have read and understand the terms of student employment**

\_\_\_\_\_  
Student Employee Signature Date

\_\_\_\_\_  
Budget Authority (Division Chair) Signature Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Budget Authority (Dean) Signature Date

## STUDENT EMPLOYMENT SECTION TO BE COMPLETED BY STUDENT EMPLOYMENT SPECIALIST

CHECK LIST: HIRING PAPERWORK I-9 COMPLETE RESUME/APP SEARCH MATCH JOB DATA DEPT: 99063 JOB No: \_\_\_\_\_

COMBO CODE: \_\_\_\_\_ EARN CODE:  STU  OEX JOB CODE & TITLE: \_\_\_\_\_