Student New Hire Notification Form

Student Name _____ **SMC ID** _____
(required)

Work Start Date ____/____/_____

Department _____ **Position Title** _____

General Description of Job Duties _____

_____

Wage Code   __ __ - __ - __ __ __ __ - __ __ __ __ - __ __ __
(student payroll budget line)

Federal Work Study (FWS)?   **Yes** ____   **No** ____
  Students can check GaelXpress to determine their FWS eligibility. If yes, student and supervisor must sign a FWS contract for the current academic year and give to Financial Aid Office for authorization. Payroll will not assign student wages as FWS until a contract is received from Financial Aid.

Graduate Student?   **Yes** ____   **No** ____

Rate of Pay *(link to Student Employment Wage Scale)*: **$** _____ **/hour**

Supervisor Name _____ **SMC ID** _____
(please print)

Alternate Supervisor Name _____ **SMC ID** _____
(please print)

Note: Alternate supervisor is required. This person will have access to approve student timesheets in GaelXpress on your behalf.

Has student received a paycheck from SMC in the past?

____ Yes – Supervisor to submit this form to Payroll.

____ No – Student must bring this form & <u>original</u> employment documents (as listed on the I-9 form) to Human Resources.
       Print the Student Employment Packet

Note: You will receive an email notification confirming all paperwork has been completed and the student can begin working. **Student <u>cannot</u> work until confirmation has been received from payroll.**

Authorized Budget Signature _____ **Date** _____

If you have questions, contact Lauren Fukunaga, Sr. Payroll Specialist at (925) 631-4728 or ltf1@stmarys-ca.edu.

For Payroll Use Only

Date Received	
	Position Assigned _____
	Supervisor Notified _____
	Student Notified _____ *WPN sent* _____

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