



Contract Request for 20- Hour Students

V.P./Dean Department _____

Contract Information

Student's Name	Student ID # (Not SSN)	Student Email	Department Assignment	Start Date	End Date	Account # & Object Code	Rate of Pay	Hours Per Week

**All fields required. Incomplete forms may delay processing.*

Supervisor Responsibilities:

- Verify the funds with your area budget officer prior to requesting student and ensure funds are available and designated for student workers;
- Complete Contract Request form prior to student working;
- Track student's time and ensure time sheets reflect actual time worked;
- Track student's GPA-must maintain a 2.0 to continue program;
- Track student's enrollment status- must maintain full time enrollment to continue in program;
- Have student complete an application on the website (20 hour)- <https://www.governmentjobs.com/careers/alasu/jobs/1623686/20-hour-student-work-program?pagetype=transferJobs>; and
- Forward completed contract request to The Office of Human Resources.

My signature below shows I understand my responsibilities as a supervisor, as stated above, and that I am fully responsible for the student(s) listed on this form. **The attached justification form shows the duties I have assigned for the student(s) listed above.**

Supervisor's Printed Name _____

V.P.'s/Dean's Printed Name _____

Supervisor's Signature _____

V.P.'s/Dean's Signature _____



Contract Request for 20- Hour Students

V.P./Dean Department _____

Supervisor's Email _____

Supervisor's Phone _____

Date _____

Justification: Please enter below the student classification for each student requested for hire. Include a brief description of the tasks the student(s) is expected to fulfill during the period of employment (i.e, Administrative/Clerical).

Student's Name	Student ID# (not SSN)	Student Classification	Description of Tasks to be Assigned