

**Clark University**  
**Undergraduate Student Employee Hire Form**  
**Summer**

Financial Assistance  
Phone 793-7783

[finaid@clarku.edu](mailto:finaid@clarku.edu)  
Fax 793-8802

**Section I.** To be completed by the **student**:

Student Name: \_\_\_\_\_ (please print) Clark ID#: \_\_\_\_\_ Box # \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Anticipated Year of Graduation \_\_\_\_\_

I acknowledge that I have read and understand the [Student Employment Handbook](#). I understand that all communications related to this position at Clark will be communicated to me at my University email account. If I am an international student I understand and agree that I will not work more than 20 hours per week in all jobs during the academic year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SECTION II.** To be completed by the **hiring supervisor**: Please complete all the information in this section and leave nothing blank. Incomplete forms will be returned to the supervisor and may delay the student's paycheck.

Supervisor's Name: \_\_\_\_\_ (print) Extension # \_\_\_\_\_

The above named student is being hired for the position of: \_\_\_\_\_ in the  
\_\_\_\_\_ department. Position starts on \_\_\_\_\_, 20\_\_ and  
ends on \_\_\_\_\_, 20\_\_.

Approver Name: \_\_\_\_\_ (print) Proxy Name: \_\_\_\_\_ (print)

The Supervisor is the default **Approver** who is authorized to approve and submit electronic student timesheets. A **Proxy** is the individual(s) who is authorized to approve timesheets when the Approver is not available.

**SECTION III.** To be completed by the **Budget Manager or Designee**

I understand that the student's earnings will be charged to the budget indicated below and authorize the total amount of \$ \_\_\_\_\_ for fiscal 2018-2019 (May 20th - 31st)  
amount of \$ \_\_\_\_\_ for fiscal 2019-2020 ( June 1st - August 25)

FUND: \_\_\_\_\_ ORG: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

**Budget Manager** Name (please print) \_\_\_\_\_

\_\_\_\_\_  
**Budget Manager** Signature

\_\_\_\_\_  
Date

**SECTION IV. FAO only - Banner:**

Position _____ 6051: \$ _____	Job from _____ to _____
CS <input type="checkbox"/> Position _____ 6052: \$ _____	Job from _____ to _____
Position _____ 6053: \$ _____	Job from _____ to _____