PLEASE NOTE: Previous contracts cannot be edited/updated, a new contract is required.

1. Log into the Gateway and go into the Cliq application.
2. Click on the Link for Student (left side of page)
3. Select 'Department Payroll Contracts'
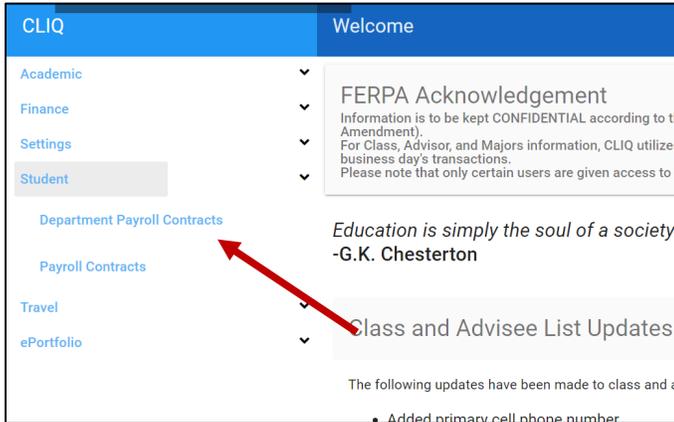
4. Click 'New Payroll Contract' in the upper right-hand corner.
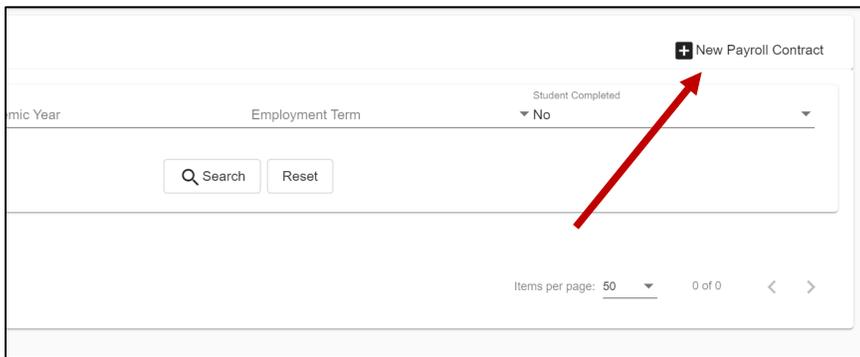
5. A Student Lookup Box will appear. Begin entering the student name and select the appropriate student. The student's information will auto populate the necessary fields.
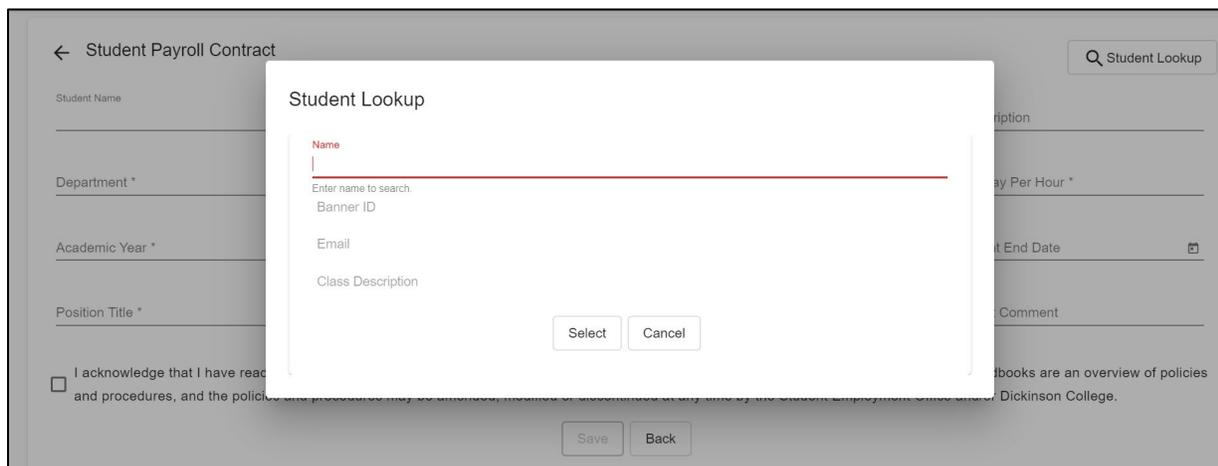
6. After you select the correct student, please complete the requested information.
   a. Please note: You do need to specify a specific Rate of Pay Per Hour.
   b. Please note: If you complete a selection for 'Employment Term', you do not need to specify Employment Start and End Dates.
7. Check the box for Acknowledging the policies and procedures. Click 'Save'.
8. The student will receive an email to Log into Cliq to complete their portion of the Payroll Contract. The email will come from noreply@dickinson.edu. In that email there is a link that will take the student to the Payroll Contract. The student must click the link in the email. The contract cannot be accessed directly from Cliq. The email looks like the one below. When the student completes and submits their portion of the contract, student employment will be notified.

Payroll Contract

Hello,

You are receiving this email because a new payroll contract was created for your student employment. Please click here to complete the form.

Thank you!
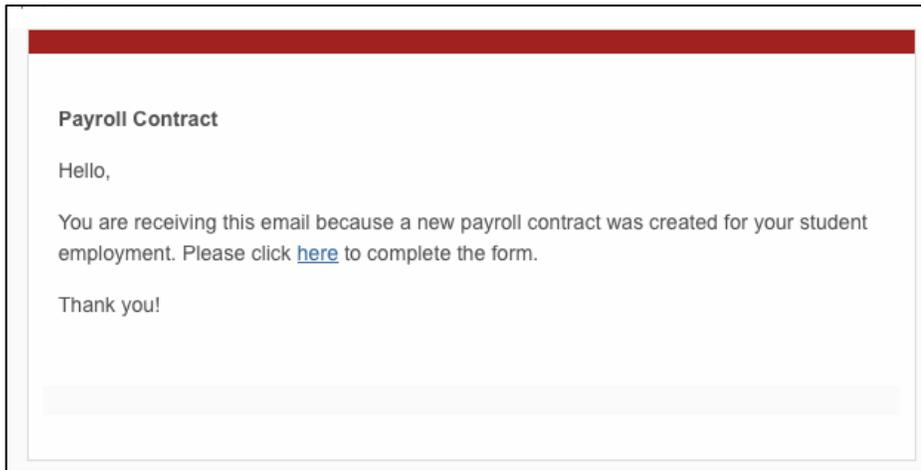
9. The Student will complete the necessary information and check the box for Acknowledging the policies and procedures. Click 'Submit'.

Student Payroll Contract Acknowledgement Form

Student Name	Banner ID	HUB Box	Class Description
			Sophomore

Department	Department Contact		
SE Office (Contingency)	Heather Dunn		

Position Title	Wage Category/Rate of Pay	Dates of Employment	
Assistant	Cat B ($7.55-8.05): $10	Fall 1	

From what address will the work be performed?

Address *	City *	State *	Zip Code *
	Carlisle	PA	17015

☑ I acknowledge that I have read and understand the information contained within the Dickinson College Student Employment Handbooks. The Handbooks are an overview of policies and procedures, and the policies and procedures may be amended, modified or discontinued at any time by the Student Employment Office and/or Dickinson College. The student further agrees that they are responsible for maintaining the security and confidentiality of any information that is received as a student employee, as required by federal law and college policy.

Submit

10. Departments will be able to search on Contracts that have been Completed or that are Pending.
    a. After logging into the Cliq application and clicking on the Link for Student (left side of page), Select 'Payroll Contracts'
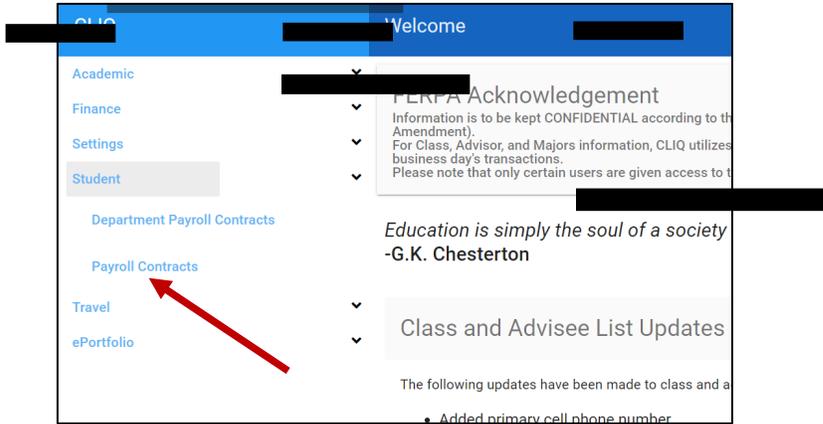
11. Select 'Pending or 'Complete' in Status filed and Click 'Search'.
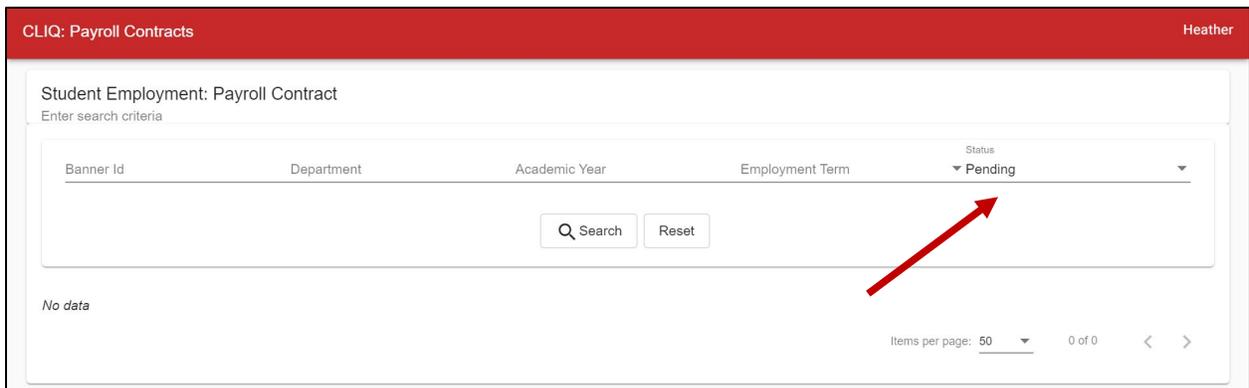
12. The selected Contract list will appear.