

For Student Payroll Office Use Only

- ☐ Direct Deposit or Debit Card Form
☐ I-9 Form
☐ W-4 Form
☐ COR Form
☐ LST Exemption Form

Date Received:

EPAF Entered: YES NO

**Dickinson College
Payroll Contract**

Please list a local phone number or
cellular phone number where you can
be contacted:

Has this student worked on campus before?

YES

NO

Student Name	Student ID #	Student HUB Box
Department	Banner Student Wage Account #	Position Title
Student Is: (check one)	Wage Category (check one)	Dates of Employment
First Year	Cat A (\$7.25-7.65)	Fall Semester
Sophomore	Cat B (\$7.40-7.90)	Spring Semester
	Cat C (\$7.65-8.15)	Other (specify dates below)
Junior	Cat D (\$7.90-8.40)	From:
Senior	Rate of Pay per Hour: \$	To: (Dates)

By signing below both the student and the supervisor acknowledge that they 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.

Primary approver
of hours worked:Secondary Approver
of hours worked:

(Print)

(Print)

Primary Approver
of hours worked:Student Employee
Signature:

(Signature)

(Signature)

**PLEASE NOTE: ALL INFORMATION ON THIS FORM IS REQUIRED.
PLEASE FILL OUT FORM COMPLETELY. INCOMPLETE FORMS WILL BE RETURNED.**

**Please send a copy of this form along with all required new hire paperwork to the Student Employment office.
Additional copies of this form may be made for Department and/or Student Files.**