# eStudent Hire Authorization Request Form

Once all required signatures have been obtained, completed form can be emailed to hris@maine.edu

## Employee Information

<table>
<thead>
<tr>
<th>Prefix</th>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
<th>Suffix</th>
<th>MaineStreet ID</th>
</tr>
</thead>
</table>

## eStudent Hire Authorization Request

- **Add/Change Access**
- **Delete Access**

- Dept. Manager/Supervisor
- *Administrative/Support*
  - (Authorization for Administrative/Support Staff to fulfill role as eStudent hiring manager requires department manager approval.)

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Select Access Required:</th>
<th>HR Department ID: (list all needed)</th>
<th>Time Reporter/Dynamic Group ID: (list all needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>eStudent Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time Approver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Employee Acceptance of Role

My signature below certifies that I accept the role and responsibility of eStudent Employment Hiring Manager as requested above. I understand that as a hiring manager of any student employees, I **have read and agreed to the terms and conditions of the Supervisor Responsibility Contract**.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

## Supervisor Signature

My signature below certifies that the request above is appropriate for the employee.

<table>
<thead>
<tr>
<th>Supervisor/Department Manager</th>
<th>Date</th>
</tr>
</thead>
</table>
Supervisor Responsibilities Contract

Student supervisors are a vital link between administrators and student workers. This means supervisors must be committed to the task not only of completing their work in an effective way, but also making sure their student workers are following their example. Incorporating the following responsibilities into the work routine can enhance supervisory effectiveness:

1. The **Student Employment Work Authorization** needs to be completed by you and the student employee **prior to the first day of work**. Ensure student employees complete necessary paperwork in a timely manner. Paperwork that has to be completed is the Federal I-9 form, W-4 form Federal and State, campus-required safety training and release forms (if applicable) and the Student Employment Work Authorization form.

2. Ensure student employees enter hours in MaineStreet each day they work; time should be entered in increments of quarter hours. **Students are paid only for actual hours worked. Time must be approved on a weekly basis - by NOON on Monday of each week. Failure to meet payroll deadlines means that your employee will be paid late.**

3. Certify that timesheets submitted to payroll are accurate, regardless of where the student is physically working in the department. It is the responsibility of the supervisor for checking consistency between hours recorded and hours worked for a given pay period. Questions about hours recorded vs. hours worked should be discussed with the student before web-time entries are submitted. Both student employees and supervisors need to understand the seriousness of falsifying and approving incorrect time records which could result in disciplinary action up to termination. **Misrepresenting hours worked is considered fraud and is grounds for the student’s dismissal, suspension, referral to the Student Conduct Officer and referral to the US Department of Education Inspector General's Office for federal prosecution which may include imprisonment and/or fine.**

4. The **student and supervisor are responsible for monitoring earnings for each student employee's allotment.** Your department will be billed for earnings that exceed the student’s Federal Work Study (FWS) allocation. If a **FWS student withdraws or drops to less than six credits in any semester s/he must stop work immediately.** Please Note: FWS allocations may change for a variety of reasons. The Financial Aid Office will notify the student if their allocation changes. Employers will also be notified. Any student employee who drops below 2 credits must stop work immediately. You may find student earnings information on MaineStreet. **Visit the Time Approver Work Center for a direct link to timesheets and reports.**

5. **I have established procedures for another regular employee to supervise and authorize time for my student employee in the event that I am unable to do so.** This procedure has been explained to the student.

6. Set ground rules regarding schedules. Model good work habits such as punctuality, dependability, fairness, cooperation, honesty and efficiency.

7. Communicate the department goals. Ensure that the needs of the department are met through the department chair.

8. Develop long-range planning, assigning not only the task, but also the continuing responsibility for seeing it through to completion.

9. Be clear about job responsibilities and expectations. Outline the consequences for not complying with the set policy. Review the **Student Employee Responsibilities Contract** with employee. Retain original contract for your records and provide a copy to the student employee.

10. Have an interview and hiring process documented so communication is smooth and professional and produces the desired result.

Participation is contingent upon compliance with standard practices and policies with the student employment program. Failure to abide by these policies may result in loss of the privilege to hire student employees.