Fill in the Student Labor Form completely and accurately. When the labor form is not filled in completely, or has errors, it delays the processing which delays a student getting set up for payroll.

**Do not allow student to start working is I9 and W4 forms have not been completed.**

1. Student ID number (Make sure it’s accurate)
2. First and Last Name (spelled correctly)
3. Home Address
4. Employment Status
5. Hourly Rate
6. Approximate Hours Per Week.
7. Student Position Number (Contact the student employment coordinator in Financial Aid if you do not know this number)
8. Student Job Title (Contact the student employment coordinator in Financial Aid if you do not know this number)
9. Budget Information Banner FOAPAL
10. Department Name
11. First Day Worked and Last Day Worked
12. Pay Period Starting Date (first date of pay period first day worked falls into)
13. Pay Period Ending Date (last date of pay period last day worked falls into)
14. Student Supervisor Signature
15. Student Supervisor ID Number
16. Knightline Time Entry Approver Name and ID Number
17. Labor forms should be emailed to studentemployment@snc.edu not to Financial Aid, Karen, or Nicole.

**Common Errors**

1. Student first and or last name spelled incorrectly.
2. Knightline approver entered with first initial and last name. First and last name need to be spelled out.
3. Knightline approver ID not listed
4. Student ID not listed on labor form. Student ID is needed because we could have more than one student with the same name.
5. Hours listed as a range ex. 8-10. Hours need to be listed as a whole number **not** a range.
6. First and/or last date worked not listed
7. Incorrect student position number listed
8. Student job title not listed
9. Incorrect hourly wage
10. Incorrect ORG listed
11. Incorrect Fund Code listed

# **SNC STUDENT LABOR FORM**

## Biographic and Address Information

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Click here to enter a date. | ID Number: | Click here to enter text. |
| First Name: | Click here to enter text. | Middle Initial: | Click here to enter text. |
| Last Name: | Click here to enter text. |
| Home Address: | Click here to enter text. |

## Employment Status

## *(Place an “X” next to the Employment Status that applies)*

|  |  |  |
| --- | --- | --- |
| Add Student: |[ ]  Remove Student: |[ ]  State Reason: Click here to enter text. |

## Position Status

|  |  |  |  |
| --- | --- | --- | --- |
| Hourly Rate ($7.25 - $9.25):  | Click here to enter text. | Approximate Hours per Week: (Must be a whole number, ex: 7 not 6-10 – Maximum hours per week is 20): | Click here to enter text. |
| Student Position Number (Contact Financial Aid if you do not know): |

|  |  |
| --- | --- |
| **S** | Click here to enter text. |

 |
| Student Job Title: | Click here to enter text. |

## Budget Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fund: | Click here to enter text. | Org: | Click here to enter text. | Acct: | Click here to enter text. | X | Prog: | Click here to enter text. |
| **Department Name:** | Click here to enter text. | Locn: Click here to enter text. |

## Assignment and Payroll Period

|  |  |  |  |
| --- | --- | --- | --- |
| First Day Worked: | Click here to enter a date. | Pay Period Starting Date: | Click here to enter a date. |
| Last Day Worked: (Will be last day of academic year unless earlier date listed) | Click here to enter a date. | Pay Period Ending Date: | Click here to enter a date. |

## Approval

|  |  |
| --- | --- |
| Student Supervisor Signature: | Click here to enter text. |
| Student Supervisor ID Number: | Click here to enter text. |
| Knightline Time Entry Approver Name & ID Number (if different than above): | Click here to enter text. |
| ***Please submit completed form to studentemployment@snc.edu a minimum of 5 days prior to student’s first day worked.*** |
| **Additional Approvals Needed for Hourly Wage/Stipend Exceptions** |
| Division Vice President Signature: | Click here to enter text. |
| Vice President of Business & Finance Signature: | Click here to enter text. |