

STUDENT APPOINTMENT FORM

STUDENT SECTION:

Name: _____ Student ID #: _____ Student Phone #: _____
(Print Legibly)

- I have previously held a position with Ripon College.
 However, I realize all payroll paperwork is on Paycom's site and if I need to change my direct deposit or what is going to my student account, Paycom is where these changes are done.
- I have never worked for Ripon College.
 I will complete the Paycom New Hire Onboarding process, completing all information needed to set up a timesheet for me. I realize that 2 forms of ID will have to be seen by someone in Financial Aid to complete the I-9 form.

I agree to be a responsible employee of Ripon College, bound by all the rules and regulations set forth by my supervisor and department. I understand that any false information given on my timesheets will result in disciplinary action and dismissal from the program. I agree to maintain the confidentiality of all information and understand that any disclosure of confidential information is grounds for immediate termination and/or disciplinary action.

Student Signature

Date

ADMINISTRATIVE SECTION:

Financial Aid Office:

Campus Work Student Federal Work-Study Hourly Rate: \$ _____

FOR FWS USE ONLY: Total dollars awarded for the year: \$ _____

FA – Authorization to Work

Date

FA – Entered by

Date

SUPERVISOR SECTION:

Students are restricted to a total of 20 hours/week between all jobs on campus.

	<u>JOB 1</u>	<u>JOB 2</u>	<u>JOB 3</u>
Department Name			
Department Code			
Wage Rate			
Student's Job Title			
Name of Timecard Signer			
ID# of Timecard Signer			
Name of Supervisor (if different)			
Supervisor Signature			