

NEW STUDENT EMPLOYEE DATA

ID _____ Name _____ / _____
LAST FIRST

U.S. Social Security Number: _____ - _____ - _____ Date of Birth ___/___/_____

Ethnicity: _____ 1 Black 2 American Indian/Alaskan Native 3 Asian/ Pacific Islander 4 Hispanic 5 Caucasian

US Citizen? ___ Yes ___ No If not a US Citizen please provide the appropriate information:

Permanent Resident/Resident Alien: A# _____ Expiration Date: ___/___/_____

F1 I-20 Expiration Date: ___/___/_____ J1 IAP66 Expiration Date: ___/___/_____

J2 Employment Authorization Expiration Date: ___/___/_____

B1/B2 STOP! No work allowed unless employment authorization from INS

Other _____ Employment Authorization Expiration Date: ___/___/_____

Please list any relatives employed by the University or its auxiliary enterprises:

Name _____ Dept _____ Relationship _____

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As a AU student employee, I understand that the standard payroll deduction is 0%, or if I am an Andrews Academy or Ruth Murdoch Elementary student then the payroll deduction will be 60%. However, if I have made or need to make any exception to this policy, I will need to make arrangements with Student Accounts to change this procedure. I understand, also, that if possible, and if I am eligible, I may be placed on Federal and/or Michigan Work Study. As a student employee, I agree to a continuous period of service until the official end of each semester for which I am employed. I understand that this employment is being provided to me as an Andrews University student for the purpose of providing financial assistance in fulfilling my financial obligations to the University. If I should discontinue being a full-time enrolled student (12 undergraduate, 8 graduate, or 9 MDiv credits) it could result in the termination of employment.

Employee's Signature _____ Date ___/___/_____

BELOW THIS LINE FOR OFFICE USE ONLY

Employee Class ZR Student Employee ZA Student Graduate Assistant ZC Student Contract

FTE .5 Workman's Comp Classification 9101

Deduction Exceptions: _____

I-9 Completed ___/___/_____

Entered in Banner by _____