

Allegheny College

Non Allegheny Student

SUMMER/BREAK EMPLOYMENT FORM

NOTE: Hiring of Non Allegheny students is considered an exception to the summer employment policy and requires signed authorization from your respective AEC member on this form.

EMPLOYEE INFORMATION (To be completed by Employee)

Name: _____ ID#: _____
(will be assigned in H.R.)

Complete Home Address: _____

Phone Number: _____ Date of Birth: _____

Social Security Number: _____

POSITION INFORMATION (To be completed by Supervisor and approved by AEC Member)

Department: _____ Supervisor: _____

Job Title: _____ Account Number to be charged: _____

Rate of Pay: _____ Average Hours/Week: _____

Beginning Date of Employment: _____

Projected Ending Date of Employment: _____

Supervisor's Signature: _____ Date: _____

AEC Signature: _____ Date: _____

Note: Please send this form and monthly time sheet for Non-Allegheny Student Employees to Andy Cooley Box 4.

HR OFFICE USE ONLY

I9

W-4

Local Residency Certification Form

Workers Comp

Drug Free Workplace

LST Tax Exemption Certificate (If Applicable)

Confidentiality and Data Security Agreement (2)

Monthly Time Sheet

Direct Deposit Form

(Rev. Dec. 2012)