



SMITH COLLEGE

Student Employment

~ THIS FORM MUST BE SUBMITTED TO STUDENT EMPLOYMENT BEFORE STUDENT BEGINS WORK ~

OFF-CAMPUS WORK-STUDY CONTRACT - 2011-2012

Agency Name _____ Job Title _____
(must match title on JobX)

Address _____ Supervisor's Name _____

COMPLETE WHEN STUDENT IS HIRED

Student's Name & ID# _____
Email Address _____

| STUDENT SECTION | | X | SCHOOL SECTION | | | |
|-----------------|----------------------------------|-------------|----------------|---------------------|-------------------|---------|
| Name of Student | (max hrs = 10) Hours per Week | Rate of Pay | X | Contracted Earnings | *Agency's Share | |
| _____ | _____ | \$9.00 | X | _____ | 1) Earnings (25%) | \$_____ |
| | | | | | 2) W.C. .007 | \$_____ |
| | | | | | 3) F.I.C.A. .0765 | \$_____ |
| | | | | | Agency Total | \$_____ |

TERMS AND CONDITIONS

* The Agency's share of earnings is 25% of gross or total earnings. In addition, the Agency agrees to reimburse the Institution .007 of gross pay for Worker's Compensation and .0765 for F.I.C.A. The Agency agrees to forward payment of its share (including Worker's Compensation and F.I.C.A.) upon receipt of a statement from the Institution in mid-June, after the end of the academic year. As an example, if a student earns the max \$2600 in Federal Work-Study during the year, then 25% will be \$650.00, Workers Comp will be \$18.20, and FICA will be \$198.90 - total \$867.10 billed agency.

The Agency must submit to the College a copy of its tax-exempt status in addition to a detailed job description. The Agency must also complete and return all forms sent by the Institution before advertising or hiring, and log on to BannerWeb to approve student timesheets bi-weekly.

Signature of Agency Official

Signature of Student Employment Coordinator