

Student Employment Hire Form 2024-2025
University of Mary Washington

FOAP to Charge: Job Title/Position number (if known):

 MyTime Supervisor’s Name: Date:

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| Banner ID # | Student’s Name(No nicknames, please) | Pay Rate | First Time UMW Employee (y/n) | Preferred Start Date | Comments, Rate Changes, Stipend Breakdown, Etc. |
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**Statement of WORK AUTHORIZATION:**

STUDENTS MAY NOT BEGIN WORKING UNTIL A WORK AUTHORIZATION HAS BEEN EMAILED TO THE STUDENT/SUPERVISOR. Working prior to receiving a work authorization will result in potential compliance issues for UMW. Please sign below to begin the hiring process.

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Supervisor signature Date

**ELIGIBILITY FOR STUDENT EMPLOYMENT:**

* All positions during the traditional academic year (fall and spring terms) require at least half-time enrollment (6 credits for undergraduate students, 5 credits for graduate students) in a degree-seeking program.
* Summer employment requirements: in a degree-seeking program, at least half-time enrollment in the previous spring term and at least half-time enrollment in the following fall term. Enrollment during the summer is not a requirement for summer employment.
	+ Seniors graduating in the spring term are not eligible to work during the following summer term.
	+ Incoming freshmen starting enrollment in the fall term are not eligible to work during the prior summer term.
* Federal Work-Study jobs require the employee maintain a 2.00 CGPA and [Satisfactory Academic Progress](http://www.umw.edu/financialaid/eligibility/satisfactory-academic-progress/) with the Office of Financial Aid.
* Non-FWS jobs do not have the same GPA and academic progress requirement; however, some departments may have their own GPA and academic progress requirements. Students who are in danger of academic probation or suspension are encouraged to [book an appointment](http://academics.umw.edu/academicandcareerservices/appointments/) with an academic adviser to ensure academic success at UMW while maintaining a job.