

**Lane Community College  
2016-17 FEDERAL WORK STUDY Hire Form**

**Student Name:** \_\_\_\_\_ **L#:** \_\_\_\_\_  
*Please print*

**Hiring Department:** \_\_\_\_\_  
*Please print*

**Job Title:** \_\_\_\_\_

**Position Number: W** \_\_\_\_\_ **Hire Begin Date:** \_\_\_\_\_ **TS Org #:** \_\_\_\_\_

**Dates eligible to work are as follows:**

Summer	July 5, 2016	thru	Sept 10, 2016
Fall	Sept 26, 2016	thru	Dec 10, 2016
Winter	Jan 9, 2017	thru	March 25, 2017
Spring	April 3, 2017	thru	June 15, 2017

**Supervisor Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
*Please print*

**Supervisor Agreement**

I agree to hire the above named student in accordance with Lane Community College policies for FWS employment. I will schedule student's work assignments not to exceed 8 hours per day or 20 hrs per week during classes. I agree that I will track the hours worked and that my department is responsible to pay for hours worked beyond the FWS award allotted. To the best of my ability, I will make sure that all work assigned is meaningful and relates to student's major.

\_\_\_\_\_  
*Signature* *Date*

**Student Agreement**

I agree to accept the above employment in accordance with Lane Community College policies for FWS employment. I have read and agree to the terms and conditions outlined in the "**Lane Information Confidentiality Statement**" and "**Federal Work Study Guide**". I accept the responsibility of only working the number of hours I have been allotted.

\_\_\_\_\_  
*Signature* *Date*

**Submit to Human Resources.** Include the following for a new hire: W-4, I-9, Copy of Social Security Card, and Direct Deposit Authorization. Human Resources must have adequate time to load this information into the payroll system **before** a student can record hours.

Lane Community College is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. Lane is committed to equal opportunity in education and employment, affirmative action, diversity, and compliance with the Americans with Disabilities Act. The college prohibits discrimination in admissions, employment and access to college programs, activities and services on the basis of race, color, national origin, sex, marital status, familial relationship, sexual orientation, pregnancy, age, disability, religion, expunged juvenile record, or veterans' status. This commitment is made by the college in accordance with federal, state, and local laws and regulations.