



**Student Employment Services**  
 225 Bowen-Thompson Student Union  
 Tel: 419-372-2865 Fax: 419-372-0357  
 stuemp@bgsu.edu

**Student Employment Services Use Only**

Open Date: \_\_\_\_\_ Empl Record #: \_\_\_\_\_  
 Close Date: \_\_\_\_\_  
 Cleared to work as of: \_\_\_\_\_ Cleared by: \_\_\_\_\_

DIR DEP	I-9	OPERS Exempt	OPERS Enroll	SSA	HB

EIN: **346402018** Enrolled: \_\_\_\_\_ Posted: \_\_\_\_\_

## Bi-weekly Compensation Form

This job has been posted with Student Employment Services within the past 30 days.

### Section A: Student Information:

ID: 

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 Home Department: 

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Job Code: 

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 Department Name: \_\_\_\_\_

Hire Code:\* 

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 \*(Obtained from your job posting confirmation email).

*Please print or type*  
 Legal Name: \_\_\_\_\_  
First Middle Last

Job Title: \_\_\_\_\_ Worked as a BGSU Student Employee before?  Yes  No

### Budget Information:

Department	Payroll Speedtype	Program Code	Project ID - Grant	Payroll Speedtype

Date student will begin working: \_\_\_\_\_ Last scheduled work day: \_\_\_\_\_

Total amount of payment \$ \_\_\_\_\_  
 (will be paid in equal consecutive payments divided over the length of the contract)

Average number of hours per week student will work: \_\_\_\_\_

Work Location:  Main Campus  Firelands College  Other: \_\_\_\_\_

Student's Supervisor: \_\_\_\_\_ ID: 

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**Note: To change the payment terms after this form has been approved and processed; submit a Student Bi-Weekly Compensation Form - Addendum to Student Employment Services**

### Section B: Participation Agreement

*By hiring this student, I attest that all BGSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepotism were, and will be, observed when interviewing, hiring, and supervising this student. I also agree to abide by all BGSU student employment policies, and notify Student Employment Services immediately if the student leaves the position prior to the last scheduled work day.*

Approved by Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print or type): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax (for clearances): \_\_\_\_\_

Campus Address: \_\_\_\_\_