

Student Employment Form

Fall 2024

This form is **required** for all students working on campus in the 24/25 Academic Year.

This form must be returned to HR prior to the student's first shift.

Student Name: _____ Student ID: _____

Job Title: _____

Department: _____ Code: _____

Supervisor: _____

(Please Print Clearly)

Budget Amount Available: _____ Anticipated # of hours per week: _____ **(20 max.)**

NOVAtime approver (if different from Supervisor): _____

Supervisor Signature: _____ Date: _____

If there is any chance that this job will be done remotely, the student cannot have a primary residence outside the state of Maine.

MMA uses an electronic timekeeping system (ETS). Unless otherwise told by Human Resources, all students must enter their time each shift via the ETS. Training is available online on the business portal. Students may also seek training assistance from Payroll or through their supervisors.

To be Completed by Human Resources:

Student eligible for employment? Yes No

Wage: \$14.15 per hour \$16.00 per hour (Watch Standers only)

Completed Required Documents: I9 Direct Deposit

HR Personnel: _____

(Please Print Clearly)

Signature: _____ Date: _____