

Grant-funded Student Employment Form

Use this form if you have a student position that will be grant funded. A new form will be needed for EACH academic year and another for EACH summer. Students who are not already employed at Doane will be required to complete new hire paperwork before they can be paid.

*Students who are new hires should contact Sara Weixelman (sara.weixelman@doane.edu) in Human Resources when the appointment is determined, **prior to any work being performed**. Once the student has been on-boarded, please submit this form to Jules Catalina (jules.catalina@doane.edu).*

Student Name:			
Student ID:			
Start Date:			
Grant or Award Name:			
Grant G/L Account Number:			
Hourly Rate of Pay:		Kronos Supervisor:	
Stipend amount: <i>(if NOT paid hourly)</i>		Stipend Pay Dates: <i>(Month & Year)</i>	
Indicate one: Academic year 202_ – 202_ OR Summer 20____			
Justification and Description of work to be done:			

I intend to hire/rehire the above student as a grant-funded research student. I understand that, as a supervisor, I am responsible for monitoring my grant budget and adjusting work hours accordingly. I further understand that as the supervisor, I am required to verify the student's hours worked in Kronos or via a timecard. I have read and understand the employment policies and procedures as presented in the Student Employment Handbook.

Grant PI: (print) _____ **Date:** _____

Grant PI: (sign) _____

Grant Admin: (print) _____ **Date:** _____

Grant Admin: (sign) _____

HR Office Use Only:

Position Code _____ I-9 _____ W-4 _____

Direct Deposit _____ OR Apply to Student Account _____