



**Undergraduate Student Employment Authorization
Departmental Form**

REVISION

CWID	First Name	Middle Name	Last Name
Street	City	State and Zip	Phone
			<input type="checkbox"/>
Birthdate	Mines Email Address	Resident	Non-Resident
<input type="checkbox"/> New CSM Employee	<input type="checkbox"/> Current/Previous CSM Employee	<input type="checkbox"/> Awarded Work Study	

I understand that I can only work 20 hours per week during fall and spring semesters.

I am not eligible to work until all new hire employment forms are submitted to the MAPS Office

Student new hire documents are available in MAPS (Guggenheim 224) or at http://inside.mines.edu/New_Employee_Information

Student Signature

Date

TO BE COMPLETED BY EMPLOYING DEPARTMENT:

Submit completed forms through Mines Help Center/MAPS/Payroll and HR Transactions/Student Contracts

Do not use this form for work study awards or fellowships via student accounts

Employing Department	Timesheet Org	Job Title	Hrs per Week 20 Hrs. Max Fall/Spring	FTE Hrs per week/40*100=FTE i.e. 10 hrs/week = 25%

Description of Duties

	to		at	
Actual Start Date		End Date		Hourly Rate

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Banner Institutional Index Code

Check if student will be performing research duties

Web Time Approver Position #	Web Time Approver CWID	Web Time Approver

Supervisor Signature	Supervisor Name	Phone	Date

Department Head Signature	Date

Return form electronically via MINES HELP TICKET/MAPS/HR & PAYROLL TRANSACTIONS/STUDENT CONTRACTS

For Office Use Only:

Revised 01/08/2020

Received Date	Position No.	Entry Date	Registration
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