

MILLS COLLEGE STUDENT SUMMER EMPLOYMENT AGREEMENT
SUMMER 2015
(May 15, 2015 - Aug 25, 2015)

DEPARTMENT FUNDED SUMMER WORK

STUDENT NAME _____ BANNER ID# _____

ADDRESS _____

E-MAIL: _____ PHONE# _____

STUDENT CERTIFICATION:

I understand that it is my responsibility to have an I-9 and W-4 on file with Career Services before beginning work. I understand that it is also my responsibility to complete and sign my timesheet on the last day of each pay period and to see that my supervisor signs and routes my timesheet to the Payroll Office by the due date.

Student Signature _____ Date _____

EMPLOYER CERTIFICATION:

Start Date: _____ End Date: _____

Dept.: _____ Job Title: _____

Supervisor Name: _____

Supervisor's Banner Username: _____

Hourly Pay Rate: \$ _____

Account Number: Fund _____ Org _____ Acct _____ 9073 Prog _____

Please provide a brief description of the summer position:

Authorized Supervisor Signature _____ Date _____

Print Name _____

Department _____ Extension _____

THIS AGREEMENT FORM MUST BE TURNED IN BY THE STUDENT TO CAREER SERVICES (SAGE HALL ROOM 118) PRIOR TO BEGINNING WORK.

Guide to Summer Student Employment

This is your guide to summer student employment at Mills College for undergraduate and graduate students. If you have any questions concerning procedures, please do not hesitate to contact Sherdon Roberts, Career Services Administrative Assistant at x3142 or email career@mills.edu.

REMEMBER: Students who are employed by you for the summer are considered employees of Mills College if their work is performed for the college. Student Work Agreements for the Academic year end on May 14, 2015. Any work performed by an undergraduate or graduate student starting May 15, 2015 through August 25, 2015 is covered as summer student employment. Summer student employment is covered under different Federal and State tax laws. Students will have Social Security, Medicare and State Disability deducted from their pay. Departments will have Social Security, Medicare, State Unemployment and Workers Compensation charged to their budgets. Student employment is covered under California and Federal labor regulations. Students must be given a meal break after five hours of work and paid overtime for any hours over eight hours in a day or 40 hours in a week.

PROCEDURES FOR HIRING A MILLS COLLEGE STUDENT FOR SUMMER

1) COMPLETE THE MILLS STUDENT SUMMER EMPLOYMENT AGREEMENT

The "Mills Student Summer Employment Agreement" provides the college with necessary documentation of job title, supervisor, and duties performed for temporary employees of the college for basic record-keeping and minimum audit requirements.

The Mills Student Summer Employment Agreement is the only document that can be used to hire a student during the summer.

The following is a step-by-step process in completing this form:

- a. The student must complete name, address, etc. at the top of the contract and sign the "Student Certification" section. Eligible Mills students include recently graduated (May of this year), students in-between academic years (undergraduate or graduate), or students entering Mills in the fall (please speak directly to Payroll in this case);
- b. The supervisor must complete the "Employer Certification" section, including Start Date, End Date, Dept, job title, supervisor name & banner username, pay rate (new min wage for Oakland is \$12.25) and budget account number to which the student's wages are to be charged.

FUND:	six digit number at beginning of the entire budget account number
ORGANIZATION:	four digit department number immediately following the fund number
ACCOUNT:	four digit account number for student payroll expenses (already completed for you)
PROGRAM:	three digit department account number immediately following the account number

- c. Please provide a brief description of the position within your department. Try to be specific as to the type of tasks to be performed, e.g., typing, filing, data entry, word processing, answering phones, mail, etc.
- d. Students must have on file in the payroll office the following documents before a pay check can be issued:
 - 1) An I-9 form to verify eligibility to work in the United States
 - 2) A W-4 income tax deduction form
- e. The Student Summer Employment Agreement **MUST** be turned in by the **Student** so Career Services can verify all required documents are on file

Forms are available in the Career Services Sage Hall Room 118.

2) ADVERTISE YOUR JOB WITH CAREER SERVICES

To advertise work study opportunities, contact Sherdon Roberts, Career Services Administrative Assistant, at x3142 or career@mills.edu.

3) FORWARD TIMESHEETS TO THE STUDENT PAYROLL OFFICE ON A TIMELY BASIS. ALL TIMESHEETS ARE DUE ON THE 15TH AND THE END OF THE MONTH.