# Undergraduate Student Employment Authorization

## Departmental Form

<table>
<thead>
<tr>
<th>CWID</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State and Zip</th>
<th>Phone</th>
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**Birthday**

- New CSM Employee
- Resident
- Non-Resident
- Current/Previous CSM Employee
- Member of Select Graduate Program
- Awards Work Study
- Undergraduate Student Employment Authorization

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**Student Signature**

TO BE COMPLETED BY EMPLOYING DEPARTMENT:

**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](http://inside.mines.edu/New_Employee_Information)

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**Employing Department**

<table>
<thead>
<tr>
<th>Timesheet Org</th>
<th>Job Title</th>
<th>Hrs per Week</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>20 Hrs. Max Fall/Spring</td>
<td>Hrs per week/40*100=FTE</td>
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</table>

**Description of Duties**

**Actual Start Date**

<table>
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<tr>
<th>to</th>
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</table>

**End Date**

| at |

**Hourly Rate**

**Check if student will be performing research duties**

**Banner Institutional Index Code**

**Web Time Approver Position #**

**Web Time Approver CWID**

**Web Time Approver**

**Supervisor Signature**

**Supervisor Name**

**Phone**

**Date**

**Department Head Signature**

**Date**

RETURN TO MINES CONTROLLER'S/PAYROLL OFFICE

**For Office Use Only:**

**Received Date**

**Position No.**

**Entry Date**

**Registration**

Revised 01/10/2019