

**Baylor University**  
**Department of Intercollegiate Athletics**  
**Student Employee/Supervisor Acknowledgment Form**

Baylor University provides employment opportunities for students in order to earn additional funds to help pay for their education. Our primary goal is to provide you with a valuable experience while supporting your academic pursuits. Your education is of the utmost importance to us and should always take precedence.

Please keep these things in mind as you enter this student employment position...

1. Before you report for the first day of work, including orientation or training, students must complete the **Federal I9 form**, both Section 1 and 2 by presenting **acceptable original forms of identification** (unexpired) for proof of eligibility to work to a Student Employment or Human Resources team member.
2. Before you report for the first day of work, including orientation or training, students must complete in Ignite, the IRS required **Form W-4** for income tax purposes, which includes a review of your Social Security card to verify name and number. To learn more about completing the W-4 Form in Ignite, please visit the website **baylor.edu/ignite/student**.
3. It is **your responsibility as an employee** to ensure your timecard is completed accurately and submitted on time.
4. Timecards should be **maintained daily**. Do not wait to enter hours all at once.
5. Students must **submit** their timecard for approval by the pay period deadline.
6. You must claim all hours **actually worked**. Students **may not volunteer** for work.
7. Baylor students may not work more than **20 hours per week** per Baylor Policy while enrolled in classes - **unless preapproved by the Financial Aid Office**.
8. Baylor students may not be scheduled for work or perform work **during scheduled class times**.
9. You will not be scheduled for more than your awarded hours under financial aid approval or at a **maximum** of 20 hours per week – **unless preapproved by the Financial Aid Office**. Work with your supervisor on building out weekly schedules.
10. You are **not obligated** to perform any work-related activities beyond 20 hours per week and should not accept assignments that require you to work more than 20 hours per week – **unless preapproved by the Financial Aid Office**. You are **not required to travel**, and you have the **right to take time off**. Give your supervisor **advanced notice** when you need time off.
11. As the **student employee**, if you inadvertently work more than 20 hours in one week, you must **report every hour you worked** during that time period. For example: If you work **24 hours** in one week, it is your responsibility to submit a timecard reflecting 24 hours of work. You **may not** claim 20 hours. Your supervisor will approve the 24 hours and you will be paid accordingly.
12. All **team-issued gear** you receive is for your individual use only. It should be used to carry out your official job duties as a student employee. Team-issued gear should **never be traded or bartered** for goods and services. Team-issued gear should **not be sold** for any reason.
13. As a **student employee**, you are responsible to submit an **Incident Report Form within 24 hours** of a work-related injury. Supervisors must file a claim with the University within 30 days of the date an injury or illness occurred to receive Workers' Compensation benefits. For emergency treatment, injured employees should go to a local emergency room and notify the hospital that the injury occurred on the job.

Each student employee position should have an accompanying job description. The job description serves not only as a tool to meet Federal Work Study Program requirements but is also a best practice to establish articulated **expectations between the student and the supervisor**.

Financial aid award packages are unique to each student. If you are not eligible to work up to 20 hours per week, this will be communicated to you by the Office of Student Employment or Financial Aid prior to your first day of work. **It is your responsibility** to communicate maximum hours available to your supervisor when scheduling your work week.

For additional information on Student Employment, please visit the [Student Employment website](#) or contact Student Employment by emailing [\*\*Student\\_Employment@baylor.edu\*\*](mailto:Student_Employment@baylor.edu) or calling 254-710-4100.

*This document and its contents do not, and other associated documents or websites, establish or extend any contractual rights to student employees. All student employees are “at-will” employees.*

\_\_\_\_\_ Student Employee Signature

\_\_\_\_\_ Student Supervisor Signature

\_\_\_\_\_ Date

