

**Student Temporary Employment Form for Stipend Assignments**

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|  |  |
| Employee Name |  |
| Employee ID Number |  |
| New Hire or Reappointment |  |
| I-9 Date |  |
| Department Name |  |
| Department Org Number |  |
| Position Number | **STU072** |
| Assignment Begin Date |  |
| Assignment End Date |  |
| FTE  |  |
| Position Title  |  |
| Stipend Amount |  |
| Pay Status |  |
| Fund Number/% |  |
| Fund Number/% |  |
| Fund Number/% |  |
| Fund Number/% |  |
| Account Number | **915020** |
| Supervisor’s Name/ID Number |  |
| Supervisor’s Campus Phone Number |  |
| Position Description   |  |
| Initiator’s Name |  |
| Initiator’s Signature |  **Date:**  |
| HR Approver’s Signature |   **Date:** |

**Special Notes and Instructions:**

Please be brief and concise with details and comments. The form submitted to the Student Employment Office (SEO) needs to be limited to one page (the space provided).

***Due to students not being exempt, they need to be set up as hourlies and submit a timesheet so the University can track their time. Paying a student via a stipend has to be approved by the Student Employment Office, pre-employment.***

**Clarifications:**

**New Hire or Reappointment?** Record what is appropriate. Please note: Only the first job worked **at the University** is considered a New Hire.

**I-9 Date.** Record the date from the I-9 Verification Email

**Position Number and Suffix:** The Position Number is STU072. (Already Recorded)

**Assignment Begin Date:** The first date the student will physically begin working the assignment.

**Assignment End Date:** The last date the student will physically work the assignment.

**FTE:** To calculate FTE, divide the number of hours to be worked by 40.

**Stipend Amount:** Record the full stipend amount to be paid. Stipends pay on the end of month payroll. Submit to the Payroll Office, on department letterhead, a memo that provides: Student’s Name, ID number, Reason for Payment, Fund Number, and how much the student is to be paid on each end of month pay date.

**Fund Number/%:** Record the fund number, then a /followed by the %. If just one fund, record 100%. There are four spaces available for split-funded positions. Please know that the %’s needs to total 100%

**Account Number:** 915020 (Already Recorded)

**Supervisors Name/ID Number:** Record the Supervisors Name followed by a / Then, record the Supervisor’s Charlotte ID Number

**Job Description:** Needs to outline the tasks that the student will be performing.

**Submission:**

Once the form is completed, convert to pdf, sign & date using Adobe Fill and Sign, and email to:

studentemployment@charlotte.edu

The subject line of the email needs to be: Student’s Last Name, Stipend, and Effective Date.