



OKLAHOMA
PANHANDLE STATE
UNIVERSITY

Returning Student Worker Checklist

For all student workers that have worked an on campus jobs please use the following checklist to make sure your packet is complete before submitting to the Office of Human Resources.

The returning student worker packet is filled out completely, and all information in correct

The packet has been reviewed and signed by the student

The packet has been reviewed, filled out, and signed by the Supervisor

The packet has been reviewed and signed by the Office of Financial Aid.

Student has emailed opsuhr@opsu.edu to schedule an appointment to submit packet.

For International students, please schedule an appointment with Erin Moore to receive a work permit and complete the above steps.

Once all the task are completed the student is able to be a valid employee of OPSU.



O K L A H O M A
PANHANDLE STATE
U N I V E R S I T Y

Student Worker Agreement

Student must be **enrolled in and regularly attending** six (6) or more hours in a regular semester or three (3) or more hours in a summer session to be eligible to work up to twenty (20) hours per week in the Fall and Spring semester and twenty (27) hours in the Summer semester.

Student workers will be assigned a maximum number of hours which may be worked in a give semester or year and a total dollar amount which may be earned in this period, (this includes "break" periods such as spring break and semester breaks). The money earned by the student working for the University is part of one's financial aid package where appropriate.

There are three (3) work periods for students in each year, Fall, Spring and Summer. student workers must be approved each of these periods in which they will work. A student working for the entire year would need to be approved at the beginning of their work for each period.

If there is a period in which a student worker must work more than twenty (20) hours per week, **this must be noted at the same time of employment or an amended work agreement must be completed and approved in advance by the Office of Financial Aid and Office of Student Affairs.** A written explanation from the supervisor must be attached to the amended work agreement.

Revisions to the Student Worker Agreement must be filed in the Financial Aid office and approved by the Director of Financial Aid prior to any additional hours being worked and/or any additional wages being paid.

It is the responsibility of both the student and the student's supervisor to make certain excessive hours are not worked and hours are not put on a time sheet which conflict with the student's normal semester class schedule without documentation.

Upon termination of student's employment, the supervisor shall notify the Human resources office of the separation date and submit the Student Worker Exit Date Form.

No student may receive a payroll check until all payroll documentation is complete.



Student Worker Agreement Cont.

The student worker agrees to the following conditions:

1. I agree to responsibly carry out the duties and tasks outlined in the job description for the position I am assuming.
2. I understand that unsatisfactory job performance is grounds for dismissal
3. I understand that failure to report for work is grounds for dismissal and may be interpreted as my immediate registration
4. I understand that tardiness for work is grounds for dismissal
5. I agree to present myself and conduct myself professionally at all times while on duty
6. I understand any absences from work must be approved by my supervisor
7. I agree not to work at any time when a class I am enrolled in is meeting
8. I understand that my acceptance of this position means that I represent the University and I agree to do so at the level expected by my supervisor.
9. I agree to have period evaluations of my job performance.
10. I agree to not work in excess of my officially approved hours.
11. I have read and reviewed and understand the OPSU Drug -Free Workplace Policy
 - a. <https://opsu.edu/app/uploads/2022/12/DrugFreeWorkplacePolicy.pdf>

I understand and accept the condition set forth above in this work agreement

Student Signature

Date

I have discussed the terms and conditions presented above. The proposed student worker and I understand and accept the terms and conditions set forth above. I hereby request for this student to be assigned work in my department/school

Supervisors Signature

Date

FORM MUST BE COMPLETED IN FULL

Employee ID :

Personal Information Oklahoma Panhandle State University

Citizenship Status: Citizen International
Permanent Resident

Section 1: All Employees Complete

Prefix	Last Name (incl suffix, e.g. Jr, Sr, III)	First Name	Middle Name	Check if Name Change & attach a copy of your new social security card. <input type="checkbox"/>
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Section 2: All **NEW** Employees Complete - Current Employees, Enter only fields that need updated

Marital Status	Gender	Birth Date	Social Security Number	<input type="checkbox"/> White	<input type="checkbox"/> Black
				<input type="checkbox"/> Asian	<input checked="" type="checkbox"/> Other
				<input type="checkbox"/> Hispanic	

Permanent Home Address (within USA to mail W-2)

Address Line 1	Telephone Number (w/ AC)
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Address Line 2

City	State	Zip Code
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OPSU Email:

Emergency Contact

Contact Name	Contact Relationship
Contact Address (Street Address, City, State, Zip Code)	Contact Work Phone (w/ AC)
	Contact Home Phone (w/ AC)

Are you currently enrolled at OPSU? Yes No Hours enrolled:

Have you ever worked for OPSU? Yes No Where?

Do you have other campus employment? Yes No Where?

I have read and understand the conditions set forth in this employment packet.

Student Job Title: Hours per week: Hourly rate is \$7.25

Position Code (e.g.#001202) Start Date:

Supervisor signature

Financial Aid Signature