

**FEDERAL WORK STUDY PROGRAM**  
**STUDENT EMPLOYMENT AGREEMENT for 2009-2010**  
**LOYOLA UNIVERSITY MARYLAND**

**WORK AUTHORIZATION**

The following must be completed by the  
Federal Work-Study Student:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Loyola I.D.

WAGE RATE: \$\_\_\_\_\_/ per hour will be  
completed by HR based on the pay rate associated  
with the position for which the student has  
been hired.

Eligibility \$1,400 (Fall) \$1,400 (Spring)

Amy Mantegna – Human Resources Representative

Margaret Vale – Financial Aid Representative

**HIRE AGREEMENT**

TO BE COMPLETED BY DEPARTMENT SUPERVISOR

\_\_\_\_\_ has been employed by \_\_\_\_\_  
Name Department

for \_\_\_\_\_ Start Date \_\_\_\_\_  
Job title

Department # \_\_\_\_\_  
(5 digits)

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT CONTRACT**

TO BE COMPLETED BY THE STUDENT WORKER

I agree to carry out my duties responsibly. I have read and understand the procedures and responsibilities of the Federal Work Study Program. **I understand that I may not begin working until all required work-study forms have been completed and submitted to Human Resources (I-9, MW507, W-4, Student Employment Agreement and Loyola University Confidentiality Agreement).**

I accept campus employment as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Legal Name (printed) \_\_\_\_\_

**Once the Student Employment Agreement has been completed and signed by the hiring supervisor and the student, retain a copy for the Department, send a copy to the Office of Financial Aid and a copy to Human Resources with the remaining documents and forms required for employment.**