



# DAYTONA STATE COLLEGE

## Student Employment Continuing Student Packet

All Student Employment and Human Resources required forms are to be submitted to Student Employment located in Financial Aid Services. Incomplete packets will not be accepted and will delay processing of your student employment clearance.

### **Student Employment Required Forms**

- Work Authorization Form
- Current Semester Class Schedule (*Submit each semester to SE*)
- Current Semester Work Schedule (*Submit each semester to SE*)
- Student Employment Handbook & IT New User and Cybersecurity Acknowledgement

### **Human Resources Required Forms** (*only complete if something has changed*)

- Direct Deposit Authorization Form with check or bank letter
- Employee Data Form





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## Student Employee Work Schedule Academic Year 2024-2025

**Student:**

**Student ID:**

**Position:**

**Department:**

**Check Term\*\*:**  Summer B     Fall     Spring     Summer A

	<b>Hours Per Day</b>
Monday: _____	_____
Tuesday: _____	_____
Wednesday: _____	_____
Thursday: _____	_____
Friday: _____	_____
Saturday: _____	_____
Sunday: _____	_____
<b>Total Hours Per Week</b>	<u>20</u>

**Student Signature:** \_\_\_\_\_

*\*\*Attach your class schedule for the semester indicated above.*

**Supervisor Name:**

**Supervisor Signature:** \_\_\_\_\_

*Please note this must be the same staff member indicated as supervisor on the Work Authorization Form.  
If the supervisor has changed, please notify Student Employment*



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## **Student Employment Handbook & IT New User and Cybersecurity Acknowledgement**

Student employees are a vital part of the Daytona State College community and like other DSC employees, student employees must abide by certain policies and procedures.

The Student Employment Handbook provides essential information regarding eligibility, time reporting, and various policies for all student workers. A PDF version of the handbook can be found on DSC's Website: <https://www.daytonastate.edu/faculty-and-staff/human-resources/student-employment.html>

All student employees are required to complete the IT New User and Cybersecurity training on an annual basis. Failure to do so within the allotted timeframe, may end in dismissal from a student employment position.

Should you have any questions, please be sure to contact your immediate supervisor or Student Employment at (386) 506-3015 or by email at [FinancialAid@DaytonaState.edu](mailto:FinancialAid@DaytonaState.edu).

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By signing below, I understand I am responsible for the policies and information included in the Student Employment Handbook. In addition, I also agree to complete the IT New User and Cybersecurity Training with the required timeframe.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_