



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



DAYTONA STATE COLLEGE

Student Employment Work Authorization Form

Student Name: _____

Student ID: _____

Previously Employed at DSC within the past six months? Yes _____ No _____

This Section Is To Be Completed By The Supervisor/Department

Academic Year: 2025-2026 Start Date: July 2, 2025

End Date: August 13, 2025

Position: _____

Department: _____

Department Number: _____

Cost Center Number: _____

Campus:

___ ATC

___ Deltona

___ Flagler/Palm Coast

NJC

___ Daytona Beach

___ DeLand

___ New Smyrna Beach

of Weeks Student will Work: _____

of Hours per week: _____

Supervisor Name: _____

Ext: _____

Supervisor Signature: _____

Budget Manager Name: _____

Ext: _____

Budget Manager Signature: _____

This Section Is To Be Completed By Student Employment

Employment Type:

___ Federal/58101

FWS Award Amount: \$ _____

___ Florida Work Experience (FWEP)/5410120

FWEP Award Amount: \$ _____

___ Institutional/58001

___ Change from IWS to FWS

___ Change from FWS to IWS

Pay Rate:

___ Clerical(\$13.00) ___ Instructional (\$13.25) ___ Specialized (\$13.25) ___ Comm Service (\$13.50)

Budgeted Amount (Hours per week * Payrate) * (work weeks): _____

Student Employment Coordinator: _____

Date: _____



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Student Employee Work Schedule Academic Year 2025-2026

Student:

Student ID:

Position:

Department:

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

**Please list actual times that you
will be working**

**Please list numbers of
hours worked**

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Total Hours Per Week

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**



DAYTONA STATE COLLEGE

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.

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: _____