



# 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. Students who submit incomplete packets will receive an email stating what is missing.

### **Student Employment Required Forms**

- Work Authorization Form
- Current Semester Class Schedule (*Will submit each semester to SE*)
- Current Semester Work Schedule (*Will submit each semester to SE*)
- Student Employment Handbook Acknowledgement

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

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

Submit completed continuing student employment packets to:

Daytona Beach Campus  
Building 100/Room 104  
1200 W. International Speedway Blvd  
Daytona Beach, FL 32114



# DAYTONA STATE COLLEGE

## Student Employment Work Authorization Form 2022-2023

Student Name:

Student ID:

Previously Employed at DSC within the Past Year?

Yes

No

**This Section Is To Be Completed By The Supervisor/Department**

Start Date:

End Date: June 30, 2023

Position:

Department:

Department Number:

Cost Center Number:

Campus:

# 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 (\$12)

\_\_\_ Instructional (\$13)

\_\_\_ Specialized (\$13)

\_\_\_ Comm Service (\$13.50)

Budgeted Amnt (Hrs pr wk \* payrate)\*(wks): \_\_\_\_\_

Student Employment Coordinator: \_\_\_\_\_

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



# DAYTONA STATE COLLEGE

## Student Employee Work Schedule Academic Year 2022-2023

**Student:**

**Student ID:**

**Position:**

**Department:**

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

**Hours  
Per Day**

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 Acknowledgement**

Student employees are a vital part of the Daytona State College community. Like other DSC employees, student employees must abide by certain policies and procedures. The student employment handbook was designed to assist students in understanding the student employment process.

**Please note:** The Student Employment Handbook is a guide and not all-inclusive. If you have a question, please be sure to contact your immediate supervisor or Student Employment.

By signing below, I understand I will receive a copy of the Student Employment Handbook when I am officially cleared to work. In addition, I acknowledge the website also has a PDF copy of the Student Employment Handbook, which can be accessed by me at any time.

Employee Name:

Employee Signature:

Student ID:

Date:

Supervisor Name:

Supervisor Signature:

Date: