

WORK & STUDY Remuneration* Form

Term: _____

Name of student : _____

& ID number : _____

Department : _____

Number of hours worked to be credited to the student at CHF 20.00 per hour :

hours

(Please attach completed and signed WORK & STUDY Hours Form for the term)

Student's signature : _____ Date: ___ / ___ / ___

Direct Supervisor's signature : _____ Date: ___ / ___ / ___

HR Office's signature : _____ Date: ___ / ___ / ___

N.B. Both supervisors and students should keep a copy of this form for their record; only in case of modification of data by HR or the Business Office, a copy of corrected form will be sent to Student and supervisor.

To be filled out by HR (payroll) & Business Office (credit to student account) :

Hours worked _____ x 20 CHF: Equals (Gross sum) _____

- 6.375% of total: _____ (Mandatory Social Taxes) + Tax at source _____

Equals (Net sum): _____

HR signature : _____

Amount to be credited to student account: _____

Business Office's signature :

This completed and signed form must be turned in to the Business Office by the end of each week 7.

* **IMPORTANT:** Work & Study compensation is ***not*** paid primarily as salary, but credited to the student account, unless student account is cleared by Business Office. Work-study students ***must be enrolled full time*** in the term to which the work-study applies.