



## Student Worker Acknowledgement Form

I have read and been informed about the content, requirements, and expectations regarding Kronos and hiring paperwork for student workers at Claremont Graduate University. I have received and read through the Kronos trainings and agree to abide by the guidelines as a condition of my employment and my continuing employment at Claremont Graduate University.

I understand that if I have questions, at any time, regarding Kronos or hiring paperwork, I will consult with my immediate supervisor or my Human Resources staff members.

I have completed the Kronos training for Students (video)

I have completed and submitted my hiring paperwork.

I will review and approve my time-card at the end of each pay period

I understand that if my hours are not correct in my Kronos timecard by the end of the pay period this will cause a delay in payment.

Please review the Kronos trainings and hiring paperwork carefully to ensure that you understand the process before signing this document. Additional resources can be found at <https://my.cgu.edu/human-resources/>

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

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

Human Resources: \_\_\_\_\_

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

