



Student Worker Acknowledgement Form

- I have read and been informed about the content, requirements, and expectations regarding Workday and hiring paperwork for student workers at Claremont Graduate University. I have received and read through the Workday 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 Workday or my hiring paperwork, I will consult with my immediate supervisor or my Human Resources staff members.
- I have read the Workday Time Tracking Instructions for [Students](#)
- I have completed and submitted my hiring paperwork.
- I will review and approve my timecard at the end of each pay period.
- I understand that if my hours are not correct on my Workday timecard by the end of the pay period, this will cause a delay in payment.

Please review the Workday trainings carefully to ensure that you understand the process before signing this document.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

