ANDREWS UNIVERSITY

Non-Teaching Contract

NOTE: Current HOURLY STAFF* or STUDENT must be paid on hourly basis. Please submit the appropriate RATE SHEET instead.
***Exceptions may apply for hourly staff working <** <</MCID 20 >>BDC -0.002 Tc 0.005 Tw 0 -1 TD[(I)15(s)14(t)-6(he)-3(pa

	Amount of Contract: $
	Note: must meet both minimum wage requirements based on total contract hours indicated and minimum exempt salary test

Total contract hours _
Number of work weeks
Weekly service hours **(used for ACA hours measurement)** **per week**

and it is my responsibility to notify the employing department(s) if I have/will reach(ed) this limit.

Employee Signature _____ Date_____