

STUDENT REQUEST TO HIRE/REHIRE

According to federal guidelines employees must not begin work prior to completing hiring paperwork. This form must be completed PRIOR to permitting a student to begin working. Once you complete the form, it must be submitted to your departmental office for processing. When the student is eligible to begin working, you will be notified. Please complete as much of the form as possible. (PLEASE PRINT)

Student name: _____ Undergrad or grad (circle one)

Student title: _____ Student ID #: _____

Requested begin date: _____ End date: _____

of hrs per week/FTE: _____ Hourly rate of pay: _____

of hrs per week/FTE: _____ Monthly rate of pay: _____

Fund name _____

Requested by: _____

Student's supervisor (if different than requestor): _____