

STUDENT REQUEST TO HIRE/REHIRE

According to federal guidelines, employees must **NOT** begin work prior to completing hiring paperwork. Please fill out this form which will allow staff to begin the processing of paperwork. Keep in mind, that any student who has not been on payroll with the university will have to attend a workshop that is only held on Wednesdays. Therefore, the earliest a student new to payroll can start will be on a Thursday. Please **DO NOT** allow a student to work prior to getting their paperwork done. Please complete as much of the form as possible (please PRINT).

Student name: _____

Undergrad Grad Student ID # _____

Requested begin date: _____ End date: _____

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

Fund name _____ Mocode _____

Fund name _____ Mocode _____

Fund name _____ Mocode _____

Authorized Signature _____

Student's supervisor

Office Use Only

Hours Enrolled _____ Semester: _____

Hours Enrolled _____ Semester: _____

REHIRE _____ NEW HIRE HIRE CONCURRENT _____
Date terminated Current Department working for