



**OFFICE OF STUDENT SUPPORT SERVICES  
STUDENT EMPLOYMENT PROGRAM  
REQUEST TO HIRE STUDENT EMPLOYEE**

***Instructions:** This form should be completed after a student has interviewed and been selected to fill a vacant position listed on the Job Postings section of the Student Employment webpage. Please complete the Department Information and Student Employee Information sections and give form to student to personally present to the Student Employment Office staff located in Wright Hall. The student must present this form to the Student Employment Office no more than three (3) business days after date signed by hiring supervisor.*

**DEPARTMENT INFORMATION**

Semester:             Fall                             Spring                             Summer

Department: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Location: \_\_\_\_\_ Fax: \_\_\_\_\_

Student Employee Supervisor: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**STUDENT EMPLOYEE INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student Employee Position Title: \_\_\_\_\_

Position Type:         FWS Department Budget Code: \_\_\_\_\_  
 IWA (please attach approved Personnel Action Request Form)  
 GSP (please attach approved Personnel Action Request Form)

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be Completed by Student Employment Office**

_____ Personnel Action Request Form Approved	
_____ Student Employment Application Complete	
_____ Form I-9 Complete	
_____ Student Employment Contract Signed	
_____ Time Traks Entered	Date: _____
_____ Colleague Position Data Entered	Date: _____
_____ W-4 Form forwarded to Payroll	Date: _____
_____ Direct Deposit forwarded to Payroll	Date: _____
_____ Monthly Payroll Report Entry	Date: _____