Graduate Assistant Hiring Form

Section 1 - Student's Information – Department Completes

Name _____   PWID _____

       Last   *First*   *M.I.*

Address: _____

           Street Address   *Email Address*

_____

           City   *State*   *Zip Code*

Section 2 - Department Information – Department Completes

Department name _____   Cost Center # _____

If Grant Funded Send to Grants Accounting for Approval

Grant Name and Account Number _____

Grant Office Signature and Name _____

Section 3 - Employment Information – Department Completes

Employment Period: _____ to _____

Work Hours, Select One: 100   200   300   Hourly Rate is $15 per hour

Comments: _____

Position: _____

Campus: _____

Section 4 – Department Review – Department Completes

- Have all students fill out the background release and provisional hire forms. Departments should upload these forms to HRConnect. - Send this form to David Hartley if Academic Affairs or Division Vice President for other areas. They will approve / disapprove and send back. - Once approved by above, follow steps below and have the student sign the form.	*See Instructions*
Is the student active in Payroll system – Review list provided by Human Resources ◯ Yes ◯ No	*If list not received, contact local HR Office*
If Yes, complete this form and create a case in HRConnect and upload this document.	*See Instructions*
If No, complete this form and follow the steps below: - Have the student complete the forms in the payroll packet - Verify the I9 Documents - Create a case in HRConnect and upload all payroll documents and this form as one PDF.	*See Instructions*
Supervisor Signature: Supervisor Printed Name:	Date:

Section 5 - Graduate Office or Vice President Area Only

Approval Yes No	
Date:	Remarks:
Signature:	Printed Name:

Section 6 - Student Signature

Date:	Remarks:
Signature:	Printed Name: