

Work Study Student Hiring Form

Student's Information

Name _____ UNIVID _____
Last *First* *M.I.*

Address: _____
Street Address *Email Address*

City *State* *Zip Code*

Program Information

Department name _____ Cost Center # _____

Salary Information

Employment Period: _____ to _____

Compensation Type: \$ _____ per Hour (\$7.25)

Position: _____

Student Duties: _____

Approval

<ul style="list-style-type: none"> Have all students fill out the background release and provisional hire forms. Department should send the forms to the local Human Resources office. Have all students fill out the PHEAA form. Departments should send the form to the local Financial Aid Office. 	<i>See Instructions</i>
Is the student active in Payroll system – Review list provided by Human Resources Yes No	<i>If not received, contact local HR Office</i>
If Yes, complete this form and send to the Financial Aid Office. Once the approved form is received back from FAO, create a case in HRConnect and upload this document.	<i>See Instructions</i>
If No, complete this form and send to the Financial Aid Office. Once the approved form is received back from FAO: <ul style="list-style-type: none"> 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. 	<i>See Instructions</i>
Supervisor Signature: _____	Supervisor Printed Name: _____ Date: _____

Financial Aid Office Approval

FAO Approval Yes No	Date: _____
Remarks: _____	Fund: Institutional Federal Grant PHEAA
FAO signature: _____	<i>Note: Once approved FAO will send form back to the department.</i>