

STUDENT HIRE REQUEST FORM

REQUEST TYPE

___ **NEW HIRE** - Employee **MUST** present I-9 documents **BEFORE** starting work

___ **CHANGE** - use for current SWES employees

___ **END DATE** - enter new EED here _____

___ **ACCOUNT CHANGE** - enter here w/
% _____

___ **PAY RATE CHANGE** – new
rate/comments _____

___ **TERMINATE** – enter last day of work _____

POSITION REQUIREMENTS

___ Work Study (please attach WS auth form)

___ Driving UA vehicles (Student **MUST** register license with RM)

___ Driving a personal vehicle (complete personal vehicle use form)

___ Will work with living/deceased animals/animal byproducts

STUDENT WAGES

___ Group B (\$7.80-15.50) ___ Group C (\$9.00-22.50)

___ Group D (\$11.25-28.00)

ENROLLMENT REQUIREMENTS - 6 units or more a semester?

___ **YES**

___ **NO**

Employee Name _____ Gender _____

Date of birth _____ Employee ID/Student ID _____ Current UA employee ___Y___N

Personal email address _____ Cell phone _____

US Citizen ___Y___N If non-US Citizen the following documents are required: Visa Country OR Permanent Resident Status, Visa Type, Visa Status, Visa Expiration – Student must present these documents **PRIOR** to starting work

Immediate Supervisor _____ Time Approver _____

Start Date _____ End Date (if applicable) _____ Est hours worked/week _____

Pay Rate _____ Account(s)% Distribution(s) _____

Position description/comments _____

Signature Supervisor/Requestor _____

SWES Business Office Use ONLY

PCN/MSS # _____ ACCT/MSS # _____

Position Change/MSS # _____

NOTES _____