

Questrom School of Business

STUDENT EMPLOYMENT/WORK STUDY FORM

Note: ALL sections of this form must be completed. Incomplete forms will be returned.

EMPLOYEE PERSONAL INFORMATION

ARE YOU: Undergraduate Graduate Doctoral

WORK AUTHORIZATION STATUS: U.S. Citizen/Permanent Resident
 Visa - Country of Citizenship: _____

WORKED ON CAMPUS BEFORE? Yes No**

**Please contact the Sr. Payroll Coordinator for additional hire paperwork

Last Name	First Name	BUID
Local Address	City	State
Email	Phone Number	Zip Code

WORK ASSIGNMENT

New Hire Rehire

Type of Work: **Departmental:** 100% of student's salary is paid by the department

Grade: _____
 Job Code: _____

Work-study: an award granted through a student's Financial Aid package by the Federal Work-Study Program

Job #: _____

One-Time Payment: a student hired for a specific job lasting no longer than a week (ex: musician)

***Please Note: international students cannot be hired as a one-time payment

Total Compensation: \$ _____

Type of Work Completed: _____

Department	Approx. Hours Per Week	\$ Pay Rate	Account/Cost Center
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Employment Duration:

Fall 2017 Spring 2018 Summer I 2018 Summer II 2018 Other (if dates do not align with semester)
 (9/4/17 – 1/14/18) (1/15/18 – 5/20/18) (5/21/18 – 6/24/18) (6/25/18 – 9/2/18) (Start Date: _____ End Date: _____)

AUTHORIZATION

Primary Supervisor's Name (print)	Primary Supervisor's Signature	Date
Secondary Supervisor's Name (print)		
Department Authorization Signature	Date	

(for internal use only)

Unit: _____ Dept: _____ Source: _____

Date Received: _____ Date Input: _____

Approved: _____ Job Number: _____