

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 Payroll Administrator 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

**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: \_\_\_\_\_

Student's First Day of Work	Approx. Hours Per Week	\$ Pay Rate
-----------------------------	------------------------	-------------

Department	Account/Cost Center
------------	---------------------

**Employment Duration:**

<input type="checkbox"/> Other (if dates do not align with semester) (Start Date: _____ End Date: _____)	<input type="checkbox"/> Fall 2019 (9/2/19 – 1/19/20)	<input type="checkbox"/> Spring 2020 (1/20/20 – 5/17/20)	<input type="checkbox"/> Summer I 2020 (5/18/20 – 6/21/20)	<input type="checkbox"/> Summer II 2020 (6/22/20 – 8/30/20)
---	--	---	---	--

**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: _____		