

Questrom School of Business
STUDENT EMPLOYMENT/WORK STUDY FORM

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

Please submit in PDF format.

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	Zip Code
Email	Phone Number		

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: _____)	Fall 2021 (8/30/21 – 1/16/22)	Spring 2022 (1/17/22 – 5/22/22)	Summer I 2022 (5/23/22 – 6/19/22)	Summer II 2022 (6/20/22 – 8/28/22)

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: _____

Mail Code: _____ Date Input: _____

Approved: _____ Job Number: _____

Second Supervisor