

Student Hiring Form

Request Type:

NEW HIRE (Employee must complete Employee Information packet & provide ID BEFORE starting to work)

CHANGE (use for current employees)

TERMINATE (list last day worked in comments)

Student Wages

Regular (5.15-16.50/hr)

Work study (please attach Work Study Auth Form)

Supp. Comp. (for addl' grad work)

This employee will be working with living or deceased animals or animal by-products. (Compliance with information necessary for The University of Arizona's Animal Hazards Program.)

If this employee will be driving a UA vehicle or their own vehicle to work on this project, then DMV background check must be approved before start date.

Employee Name: _____

Immediate Supervisor: _____

Start Date: _____

End Date (if applicable): _____

Est. hours worked/week: _____

Pay Rate: _____

Maximum Earnings (if applicable): _____

Account(s) Number & %: _____

Signature of Employee

Signature of Supervisor/Requestor

COMMENTS:

Attach background check sheet for ALL new employees.

IMPORTANT: FORM MUST BE COMPLETED IN FULL IN ORDER TO BE PROCESSED IN A TIMELY MANNER

Students are limited to 30hours/week when classes in session, International Students are limited to 20hours/week when classes in session. All students may work up to 40hours/week when classes are NOT in session.