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