



Student Workers- Hire Form

Division/Program/Department:

New Hire Name:

Email Address:

Phone Number:

Begin Date:

End date:

Rate of Pay:

Approximate Hours Per Week:

Account(s) to Charge:

Note: Workday will compensate based on %. If you use multiple accounts, provide instructions on % for each account here:

Timesheet Approver/Supervisor:

Designate Type (check one):

Graduate Assistant

Graduate Assistant
(Foreign National)

Student Worker

Work-Study

Work-Study Job Number (if applicable):

Description of Work:

Requested/Approved by:

Please note:

If a student worker appointment needs to be extended past the initial designated period, please submit a new hire form two weeks prior to the end date.