



Student Employment Master Hire Form

PAYROLL OFFICE

Student

Name: _____ ID# _____

:PAYROLL USE ONLY:

- Hrs _____
- PPAIDEN
- PEAEMPL
- NBAJOBS
- PDABDSU/DEDN
- GXADIRD
- _____
- Spreadsheet
- Address book
- Attendance
- Timesheet sent
- LST waived

Complete all applicable information

Purpose of the form		For employee <u>resignation</u> or supervisor <u>termination</u> , do not use this form. Instead, use the "Student Employment Resignation/Termination Form."
<input type="checkbox"/> New Hire		
<input type="checkbox"/> Re-Hire		
<input type="checkbox"/> Correction or Update	<input type="checkbox"/> Other: _____	

Effective Dates: From: _____ Through: _____	Budget #: _____ -6160
Campus: <input type="checkbox"/> Grantham <input type="checkbox"/> Philadelphia <input type="checkbox"/> Harrisburg	Job Band (R/H/O): _____ (regular, hard to fill, other)
Department: _____	Job Level: _____ (1 ... 13)
Supervisor: _____	Wage (\$/hr): \$ _____ (minimum wage is \$7.25)
Job Title: _____	
Average Hours/Week: _____ Total Hours: _____	

A chart of the Job Band, Job Level and Wage scale may be found in the: Student Employment Handbook.

Additional Comments: _____

For Mid-Year Job Changes Only	Was approval received from the former supervisor to change jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Former Supervisor: _____

Student Housing (Summer Only)			
Will the student live on campus?	<input type="checkbox"/> Yes	Does this job <u>require</u> the student to live on campus?	<input type="checkbox"/> Yes From Date: ##### To Date: #####
	<input type="checkbox"/> No		<input type="checkbox"/> No
<i>Note: Only certain jobs are approved to require summer housing. Ask Residence Life or the Payroll Office for assistance.</i>			

Supervisor _____
Print Name
Signature
Date