

STUDENT WORKER
NEW HIRE WORKSHEET

EMPLOYEE DATA:

NAME: _____

TITLE: STUDENT WORKER _____

EMAIL ADDRESS: _____ UIN: _____

PAYROLL ACCOUNT #: _____

RATE OF PAY: _____

EFFECTIVE DATES: _____

STUDENT WORKER POSITION DESCRIPTION:

% EFFORT: DUTIES: _____

100% (MUST EQUAL 100%)

SUPERVISOR SIGNATURE:

DATE:

PLEASE NOTE:

STUDENTS MAY NOT BEGIN WORKING UNTIL WE HAVE AN APPROVED BACKGROUND CHECK AND THEY HAVE MET WITH THE BIOLOGY PAYROLL OFFICE

VER: 2/1/2019