

# Appointing an Undergraduate Student to Payroll



Student's Name

Student PID

Sponsoring Faculty's Name

Student email

Supervisor's Name (if different from above)

Supervisor's PID

Hourly Pay Rate

Chartfield String

Student can make ePro purchases?

Will student need after hours access?

Yes

Yes

No

No

Room number of Lab student will be working in:

If answer to above is yes, please indicate supervisor for hours worked outside of building hours.

Hire Start Date (week from today minimum)

End Date (one year maximum)

Notes/Comments:

If the student is not *currently* on payroll, they will need to be prepared to fill out tax forms, complete a direct deposit form and complete an I9 with Violet Anderson. They will be contacted with information on what items they should be prepared to bring with them when completing this paperwork. This paperwork **must be complete** before the student can be hired. This is university and federal policy.