

STUDENT HIRE REQUEST FORM

For student employment, students must be **enrolled for 6 or more units per semester**.

During the academic year, students are limited to 25/hrs/week total in ALL student positions. During winter and summer breaks (please consult with business office HR rep for current break periods), student can work up to 35/hrs/week.

WAGE RATES

Group B - minimum wage to \$15.50
Group C - minimum wage to \$22.50
Group D - minimum wage to \$28.00

Students **cannot** begin work until all work authorization activities are complete.

POSITION REQUIREMENTS

___ Work Study (please attach WS auth form or ask student to forward to HR rep)

___ Driving UA vehicles (Student MUST register license and take defensive driving course with Risk Management - RM website, Driver Registration)

___ Driving a personal vehicle (student must complete personal vehicle use form-see website)

___ Will work with living/deceased animals/animal byproducts - will need additional training from Risk Management

___ Will work in lab - will need online lab training

ENROLLMENT REQUIREMENTS - 6 units or more a semester? ___ YES ___ NO

Employee Name _____

Employee ID/Student ID _____ Current UA employee ___Y___N

Personal email address _____ Cell phone _____

US Citizen ___Y___N Student will be contacted by business center HR rep to present work authorization documents and will be required to complete online new employment activities PRIOR to beginning work.

Immediate Supervisor _____ Time Approver _____

Start Date _____ End Date (if applicable) _____ Est hours worked/week _____

Pay Rate _____ Account(s)% Distribution(s) _____

Position description/comments _____

Signature Supervisor/Requestor _____

Business Office Use ONLY

PCN/MSS # _____ ACCT/MSS # _____

Position Change/MSS # _____ NEW HIRE/MSS# _____

NOTES _____