UNA EMPLOYMENT

Request to Hire a Graduate Assistant    Rev 12/10

Student Name: ___________________ Student ID: ___________________ UNA Box: __________

Job Group:    SG (GA)    (Average 20 hours per week)

Program Code __ __ __

Index Code __ __ __ __ __ __

Fund Code __ __ __ __ __

Budget Organization Code __ __ __ __  - 6140

Position Number    SG __ __ __

Position Begin Date  ___/___/______

Position End Date ___/___/______

Monthly Stipend Amount ________    Total number of months employed __________

Total Stipend Pay $___________

Hiring Department: ____________________ UNA Box ________ Phone _________

Timesheet Approver Name: ____________________________________________

SUPERVISOR/TIMESHEET APPROVER AGREEMENT: I request this student as an employee in the assignment described above. I agree to keep accurate time records. I understand that the student is protected by the Fair Labor Standards Act and that the student MAY NOT BEGIN WORK until all approval paperwork has been completed.

TIMESHEET APPROVER SIGNATURE: ______________________________________ DATE: ________________

COST CENTER HEAD APPROVAL: I approve this request to hire a student employee. I acknowledge that I have reviewed my departmental budget and that there are funds available to cover this request.

COST CENTER HEAD SIGNATURE: ______________________________________ DATE: ________________

STUDENT AGREEMENT: I accept the employment assignment with the above listed terms. I understand my duties and my work schedule. I am aware that I may be terminated if I am unable to fulfill the assigned duties. I have supplied the necessary identification documents and completed forms required by the Immigration and Naturalization Service, if applicable. I have completed federal and state tax forms, as required.

STUDENT SIGNATURE: _______________________________________ DATE: ________________

CP&D APPROVAL: ______________________________________ COMMENT: ______________________________

RETURN FORM TO: Career Planning and Development- UNA Box 5066- GUC Room 202