UNA STUDENT EMPLOYMENT

Request To Hire a Student Employee (Stipend Only)  Rev 5/10

Student Name: ______________ Student ID: ________________ UNA Box: ______

Job Group: SU (UWS)

Program Code __ __ __

Index Code __ __ __ __ __

Fund Code __ __ __ __ __

Budget Organization Code __ __ __ __ __ - __ __ __ __ (SU=6139)

Position Number __ __ __ __ __

Position Begin Date: __ __ / __ __ / __ __ __ __

Position End Date: __ __ / __ __ / __ __ __ __

Pay Rate/Stipend: ________ No. Hours/Week __________ (Max of 20)

Total Pay or Stipend ___________ (# hrs/wk x pay rate x # weeks working)

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 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