



THE UNIVERSITY OF ARIZONA
COLLEGE OF SCIENCE

Geosciences

To be filled out by PI/Supervisor or Professor in Geosciences: Empl ID/Student ID#:

Geosciences Student Hiring Request Form

Request date: _____ Prospective hire email address: _____

Please put _____ on payroll as a student employee. The desired start date is _____ and a foreseeable end date is _____. They will work approximately _____ hours per week. I would like to pay this person at rate of \$ _____ (hourly). Please charge their earnings to account number(s): _____ @ _____ %
_____ @ _____ %

The main duties of this employee will be: _____

The time approver and supervisor for this employee will be _____ and _____.

A major responsibility of the student employee's supervisor is to ensure that the student employee records actual hours worked. The supervisor should become thoroughly familiar with the payroll procedures and deadlines.

I understand that if I am hiring a student or graduate assistant, they must be enrolled in a least **6** units throughout the academic year in order to be eligible for student employment.

Furthermore, I understand that no employee will be able to begin work prior to completion of necessary hiring paperwork.

Requester signature: _____

Requester email address: _____

Please return this completed form to Lili Schwartz, hildaq@arizona.edu

For Office Use Only:

Meets employment eligibility	Box Folder
PCN #: _____	Email I-9 Information
New Hire Transaction #: _____	Emplid #: _____
Funding Transaction #: _____	
I-9 Transaction #: _____	