

- Student Hourly
- Undergrad Assistant
- Reader/Grader

(Please Check One)

Revised 4-22-19

# Hire Form

for Student Hourlies  
Undergrad Assistants, and Reader/Graders

For Office Use Only

- Enrolled Y  N  Direct Deposit
- CBC Pt 1  Pt 2  Funding
- JEMS/HRS  TL Security
- I-9  I-9 List  Assign Schedule
- W-4/Self ID  Email  Added

Empl ID \_\_\_\_\_

Student Information									
Last Name:			First Name:				Middle Initial:		
Social Security Number:			Student ID#		Date of Birth:		Work Study? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Home Address:		Apt	City		State	Zip Code		International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone #:				Email:					
Is student currently employed in a UW position? <input type="checkbox"/> Yes <input type="checkbox"/> No				Has the student ever been employed in any UW position? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, where? _____				Where? _____					
Position Information									
Department Code (UDDS)		Fund	Dept. ID	Program	Project	Employing Unit Name			
Hourly Rate of Pay:		Begin Date:		End Date: <input type="checkbox"/> End of Semester 1 <input type="checkbox"/> End of Semester 2 <input type="checkbox"/> End of Summer Session <input type="checkbox"/> Other (SPECIFY DATE) _____					
Work Location/Room Number:									
Brief description of duties to be performed (attach additional sheet if necessary):									
Manager Information									
Supervisor/Time Approver									
Last Name:			First Name:			Phone:		Empl ID	
Time Approver Back-up:									
Last Name:			First Name:			Phone:		Empl ID	
If student is not working directly for the Time Approver, who will be managing this student?									

Signatures	Date
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**Manager (if applicable):** \_\_\_\_\_

**Supervisor/Time Approver:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Dept. Chair/Unit Director:** \_\_\_\_\_

(Required for pay rates above maximum)