

Shared Services Student Worker Hire Request Form

Student Hire Request Form

Attach College Work Study Approval/Confirmation (Financial Aid verification email or KSIS screenshot) and [Position Description](#) to form when submitting for Department Head's signature.

Date Requested: _____

Requester: _____

Student Name: _____

Student Email Address: _____

Yearly Work-Study Amount Awarded _____

Hourly Rate: _____

Proposed Start Date*: _____

End Date^: _____

Account # / Source Code: _____

Student Worker Supervisor: _____

Department Head Signature: _____ Date: _____

*Actual start date will be determined based on when student completes the paperwork with us and the constraints within the current pay period.

^If there is a specific end date, please include that information (ex. Graduating, project ending, etc).

Please Note: A student employee CANNOT work prior to their paperwork being completed with SSC-HR. SSC-HR will contact the student within one day of receipt of this completed form notifying them of the documents they need to have and to schedule an appointment to meet.

Email completed form to ASHUMANRESOURCES@KSU.EDU

SSC-HR Use Only

Date form received: _____

Date student contacted: _____

Date student completed paperwork: _____

Position # assigned: _____

Date eTime Instruction given: _____