

Research, Discovery & Innovation

Hire Request Form - STUDENT WORKER/GRA CONTRACT

Submit form to RDI Employee Services at least 1 week prior to start date.

*******Employment must NOT begin until hire is fully approved and I9/E-Verify completed!*******

Please select student group type:	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> GRA
Hire Department:				
Contact Name				
Email & Phone				
Student's Name and email:				
Student ID #:				
If Student B/C/D - Employment Period :	Start Date:	End Date:		
If GRA Contract:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Both	
Position Title: (Optional)				
Rate of Pay:				
Hours per Week or FTE				
Supervisor:				
Time Approver:				
Work Location (Bldg, Room, Phone):				
<i>If a job posting is needed please include a job description.</i>				
Position Funding Account(s)/distribution split:				
Federal Work Study?	<input type="checkbox"/> Yes - FWS Amount \$_____		<input type="checkbox"/> No	
<i>Please attach FWS Authorization form</i>				
Funding confirmed by Account Manager	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Acct Mngr:	
Hiring Authority Approval	Signature:		Date:	

This form must be completed and signed by an appropriate unit hiring authority as well as have funding information confirmed BEFORE returning to RDI Employee Services - thank you.