

HIRE / MAINTENANCE FORM OFFICE OF STUDENT EMPLOYMENT 2018-2019

Federal regulations require that this form be processed before the student begins working and that the I-9 Form (Employment Eligibility Verification) be submitted to the Office of Student Employment within 3 business days of the hire date. Documents may be returned to: Office of Student Employment, Yost Hall, Room 412

Office of Student Employment, Yost Hall, Room 412		stu-emp@	stu-emp@case.edu FAX: (216) 368-5054	
LAST NAME	FIRST NAME	SIS STUDENT ID#	NETWORK ID #	
☐ New Campus Hire (requires employment packet)	☐ Continuous Campus F	Hire Effective Date of Employn	nent: / /	
			Exp. Graduation Date:	
Undergraduate (1410/1450)	Graduate (1420/1460)	International (1410/1420)	/ /	
I. CHECK ALL THAT APPLY:				
NEW HIRE: For first time emp	loyment position with hiring	department (requires job descript	ion)	
ADDITIONAL HIRE: For any stu	udent that has more than or	ne position (requires job description	n)	
■ REHIRE: Student is returning	to previous department			
SUMMER HIRE:	☐ Registered 1/2 time	in an 8-week course 🔲 Not F	Registered 🗖 International	
■ UGTA (Proof of training requir	red):	🗖 Grader 🗖 Lab	Tech 🗖 Lab Assistant	
II. MAINTENANCE REQUESTED:	☐ In-Class As:	sistant 🔲 Recitation Leader		
Budget Change: For changes i				
	Hourly Rate Change:			
Data Change:		Change of Supervisor New Job Title/Code		
Termination: Student termina	9 ,		Title/ Code	
III. POSITION INFORMATION: At	tach a copy of the job doe	cription for now bires		
	ederal Work-Study	Campus Employment/Nor	n Federal Work-Study	
Home Department OPR #		Code:	Hourly Rate: \$	
Supervisor's Name:			Emplid #:	
Supervisor's Network ID#:			Phone #:	
Person approving student's time:		Emplid #:		
Supervisor's / Coordinator's Signature:			Date:	
		e Office of Student Employment t the "Student Employment Use On	pefore beginning work. Students should ly" section completed.	
that if I am employed as a student enrolled at least half-time. If for ar will cease upon determined date of	: employee (Federal Work-Sti ny reason I withdraw during t f withdrawal. I agree to comp ek during an academic seme: mes. I agree to abide by all ru	udy or campus employment) at Casthe academic year, I must inform nolete the required employment for ster or 40 hours per week during welles and guidelines as published in	ovided is true and accurate. I understand se Western Reserve University, I must be my supervisor immediately. Employment ms before beginning work; I understand I vinter/spring/summer breaks, and canno the Student Handbook located at finan-	
STUDENT'S SIGNATURE:			Date:	
	Student E	mployment Use Only		
Hiring process is complete?	g process is complete? 🔲 Yes 🔲 No International student: must submit SS card by :			
Academic Year 2018-2019	☐ Summer 2018	Start Date: En	d Date:	
EMPLOYMENT PACKET: 🔲 I-	9 complete with acceptable I	D	mplete	
□ PT\	W expiration date:	Verified I	Ву:	
FWS AWARD AMOUNT: \$	Confirmed By:	This award may be mod	This award may be modified due to future changes in eligibility.	
Processor's Initials:	Date:	Record # Student En	rd # Student Employment Coordinator: Gloria D. Jenkins	