

## HIRE FORM OFFICE OF STUDENT EMPLOYMENT Academic Year 2021-2022

LAST NAME		LEGAL FIRST NAME	SIS STUDENT ID#						NETWORK ID #				
New Campus Hire		Continuous Campus Hire	Sta	rt Da	te:					/		/	
(requires employment packet)			Enc	l Dat	e:					/		/	
										Exp. Gradua	tion D	ate:	
Undergraduate (1410/1450)		Graduate (1420/1460)	II	ntern	atio	nal ('	1410	)/142	20)	/		/	

## I. CHECK ALL THAT APPLY:

	ACADEMIC YEAR (08/22/21 -	05/05/22)		FALL ONLY (08/22/21 - 01/07/22)	
--	---------------------------	-----------	--	---------------------------------	--

SPRING ONLY (01/10/22 - 05/05/22)

	NEW HIRE: For first time e	employment position	with hiring department	(requires job description)
--	----------------------------	---------------------	------------------------	----------------------------

ADDITIONAL HIRE: Campus Position Department Position

**Q** REHIRE: Student is returning to previous department

**Please note:** All first time hires must complete the required Employment Packet no later than the third business day from the hire date. Included in this packet is the Federal I-9 Employment Eligibility Form which requires verification of identity and proof of eligibility to work in the United States. These forms, along with a list of acceptable documents to select from, can be found at: <u>https://case.edu/financialaid/student-employment/student-employment-forms</u>. **First-time hires are not eligible to begin working until this process is complete.** 

II. POSITION INFORMATION: Attach a copy of the job description for new hires

PROGRAM:	Federal Work-Study 🗖	Campus Employment/Non Feder	al Work-Study 🗖		
AWARD AMOUN	T: \$ This award may be modified	due to future changes in eligibility. (Con	firmed by:)		
Home Departm	ent OPR #	Job Code:	Hourly Rate: \$		
Supervisor's Na	ime:		Emplid #:		
Supervisor's Ne	twork ID#:		Phone #:		
Person approving student's time: Emplid #:					
Supervisor's / C	Coordinator's Signature:		Date:		
Departments should submit the properly completed Hire Form and Job Description (when appropriate) to the Office of Student					

Employment via email at stu-emp@case.edu. We will notify the student for additional paperwork if required.

**III. STUDENT CERTIFICATION:** Student must read and sign: I certify that the information provided is true and accurate. I understand that if I am employed as a student employee (Federal Work-Study or campus employment) at Case Western Reserve University, I must be enrolled at least half-time. If for any reason I withdraw during the academic year, I must inform my supervisor immediately. Employment will cease upon determined date of withdrawal. I agree to complete the required employment forms before beginning work; I understand I cannot work over 20 hours per week during an academic semester or 40 hours per week during winter/spring/summer breaks, and cannot work during my scheduled class times. I agree to abide by all rules and guidelines as published in the Student Handbook located at financialaid.case.edu.

STUDENT'S SIGNATURE:	Date:
	Student Employment Use Only
Hiring process is complete? 🗖 Yes 📮 No	International student: must submit SS card by :
Student eligible to start? 📮 Yes 📮 No	
Academic Year 2021-2022 Start Date: / /	End Date: / /
EMPLOYMENT PACKET:  I-9 complete with accep	able ID 📮 I-9 completed remotely 📮 Withholding forms complete
□ I-20/EAD expiration date	Verified By: Emailed: / /
Processor's Initials: Date:	Record # 📮 ACA 📮 SSN

Office of Student Employment, Yost Hall, Room 412 stu-emp@case.edu FAX: (216) 368-5054 Gloria D. Jenkins, Coordinator