# HIRE FORM
OFFICE OF STUDENT EMPLOYMENT
Academic Year 2022-2023

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>LEGAL FIRST NAME</th>
<th>SIS STUDENT ID#</th>
<th>NETWORK ID #</th>
</tr>
</thead>
</table>

- New Campus Hire (requires employment packet)
- Continuous Campus Hire
- Undergraduate (1410)
- Graduate (1420)
- International
- PostDoc (1460)

### I. CHECK ALL THAT APPLY:
- **ACADEMIC YEAR (08/29/22 - 05/11/23)**
- **FALL ONLY (08/29/22 - 12/21/22)**
- **SPRING ONLY (01/17/23 - 05/11/23)**
- **NEW HIRE:** For first time employment position with hiring department (requires job description)
- **ADDITIONAL HIRE:**
  - Campus Position
  - Department Position
- **REHIRE:** Student is returning to same department and same position.

**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: [https://case.edu/financialaid/student-employment/student-employment-forms](https://case.edu/financialaid/student-employment/student-employment-forms). *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 Federal Work-Study

**AWARD AMOUNT:** $_________ This award may be modified due to future changes in eligibility. (Confirmed by:_______)

<table>
<thead>
<tr>
<th>Home Department OPR #</th>
<th>Job Code:</th>
<th>Hourly Rate: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor's Name:</td>
<td>Emplid #:</td>
<td></td>
</tr>
<tr>
<td>Supervisor's Network ID#:</td>
<td>Phone #:</td>
<td></td>
</tr>
<tr>
<td>Person approving student’s time:</td>
<td>Emplid #:</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s / Coordinator’s Signature:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

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](http://financialaid.case.edu).

**STUDENT’S SIGNATURE:**________________________ Date: ________________

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Office of Student Employment, Yost Hall, Room 412
stu-emp@case.edu
PHONE: (216) 368-4533 FAX: (216) 368-5054

(3-31-22)