



HIRE FORM

OFFICE OF STUDENT EMPLOYMENT

Academic Year 2022-2023

LAST NAME		LEGAL FIRST NAME	SIS STUDENT ID#	NETWORK ID #
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> New Campus Hire (requires employment packet)	<input type="checkbox"/> Continuous Campus Hire		Start Date: / /	
			End Date: / /	
<input type="checkbox"/> Undergraduate (1410)	<input type="checkbox"/> Graduate (1420)	<input type="checkbox"/> International	<input type="checkbox"/> 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>. **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: _____)

Home Department OPR #	Job Code:	Hourly Rate: \$
Supervisor's Name:		Emplid #:
Supervisor's Network ID#:		Phone #:
Person approving student's time:		Emplid #:
Supervisor's / 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> International student: must submit SS card by :	
Student eligible to start?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Academic Year 2021-2022	Start Date: / /	End Date: / /	
EMPLOYMENT PACKET:	<input type="checkbox"/> I-9 complete with acceptable ID	<input type="checkbox"/> I-9 completed remotely	<input type="checkbox"/> Withholding forms complete
	<input type="checkbox"/> I-20/EAD expiration date	Verified By: _____	Emailed: / /
Processor's Initials:	Date:	Record #	<input type="checkbox"/> SSN

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