

CASE WESTERN RESERVE

LAST NAME	LEGAL FIRST NAME	SIS STUDENT ID#	NETWORK ID #
New Campus Hire (requires employment packet)	Continuous Campus Hire	Available Start Date:	Actual Start Date (date eligible to begin working *):
		/	/
		End Date:	/ /
Undergraduate (1410)	Graduate (1420)	☐ International	: Remote Employment (not outside Ohio)

I. CHECK ALL THAT APPLY:

- ACADEMIC YEAR (08/28/23 05/09/24) FALL ONLY (08/28/23 12/20/23) SPRING ONLY (01/16/24 05/09/24)
- NEW HIRE: For first time employment position with hiring department (requires job description)
- ADDITIONAL HIRE: Campus Position
 Department Position (requires job description)
- REHIRE: Student is returning to same department and same position.
 - * **Please note:** All first time hires must complete the required Employment Packet by the date they commence work.

First-time hires are not eligible to begin working until the Employment Packet 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 with the Office of Student Employment, 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				
Start Date: / / End Date: / /					
EMPLOYMENT PACKET: 📮 I-9 complete with acceptable ID 📮 I-9 completed remotely 📮 Withholding forms complete					
I-20/EAD expiration date		Verified By:	Emailed: / /		
Processor's Initials:	Date:	Record #		SSN	