STUDENT EMPLOYEE DATA SHEET

☑ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

(Freshmen may not work fall term)

Last Name	First Name	Middle Initial

	UID Number	Mail Code

Gender	Marital Status	Birth Date
☐ Male ☐ Female	☐ Single ☐ Married	

Local Mailing Address	Phone Number

City	State	Zip Code

Email Address

Primary Emergency Contact	Relationship	Contact Phone Number

Ethnicity

☐ Caucasian ☐ Hispanic ☐ African American ☐ Asian/Pacific Islander ☐ American Indian/Alaskan ☐ Other

☐ I am a citizen of the United States.
☐ I am a citizen of the

	Name of Country	Visa Type	Visa Expiration Date

_____   _____

Student Signature   Date

Assignment Information

Start Date: _____   End Date: _____   Supervisor: _____

Organization Name	Organization Code

Are you currently working for any other Campus department(s)? ☐ Yes ☐ No

Job Classification

Undergraduate Assignments

☐ B100 - Undergraduate General Work
☐ B300 - Undergraduate Technical Work
☐ B600 - Undergraduate Teaching Assistant
☐ B900 - Student House Waiter
   (House Name:_____)

Graduate Assignments

☐ B200 - Graduate General Work
☐ B400 - Graduate Technical Work
☐ B450 - Graduate Lab Assistant
☐ B500 - Graduate Research Assistant
☐ B700 - Graduate Teaching Assistant

Other Assignments

☐ B250 - Resident Associate

Payroll:

☐ Bi-weekly ☐ Monthly ☐ Other

Pay Rate: _____

Regular Schedule: ☐ Yes ☐ No

Hours/week: _____

PTA: _____
Student non-benefit less than 20 hours per week

Expenditure Type: _____

Timecard Approver: _____

Division/Department Signature	Extension	Date

Return completed form to Employment Services 153-84