

Questrom School of Business

STUDENT EMPLOYMENT/WORK STUDY FORM

Note: ALL sections of this form must be completed. Incomplete forms will be returned.

Please submit in PDF format.

EMPLOYEE PERSONAL INFORMATION

ARE YOU: ☐ Undergraduate ☐ Graduate ☐ Doctoral

WORK AUTHORIZATION STATUS: ☐ U.S. Citizen/Permanent Resident

☐ Visa - Country of Citizenship: _____

WORKED ON CAMPUS BEFORE? ☐ Yes ☐ No**

**Please contact the Payroll Administrator for additional hire paperwork

Last Name

First Name

BUID

Local Address

City

State

Zip Code

Email

Phone Number

WORK ASSIGNMENT

☐ New Hire ☐ Rehire

Type of Work: ☐ Departmental: 100% of student's salary is paid by the department

☐ Work-study: an award granted through a student's Financial Aid package by the Federal Work-Study Program

Job #: _____

☐ One-Time Payment: a student hired for a specific job lasting no longer than a week (ex: musician)

***Please Note: international students cannot be hired as a one-time payment

Total Compensation: \$ _____

Type of Work Completed: _____

Student's First Day of Work

Approx. Hours Per Week

\$ _____
Pay Rate

Department

Account/Cost Center

Employment Duration:

☐ Other (if dates do not align with semester)
(Start Date: _____ End Date: _____)

Fall 2022
(8/29/22 – 1/15/23)

Spring 2023
(1/16/23 – 5/21/23)

Summer I 2023
(5/22/23 – 6/25/23)

Summer II 2023
(6/26/23 – 8/27/23)

AUTHORIZATION

Primary Supervisor's Name (print)

Primary Supervisor's Signature

Date

Secondday Supervisor's Name (print)

Department Authorization Signature

Date

(for internal use only)

Unit: _____ Dept: _____ Source: _____

Mail Code: _____ Date Input: _____

Approved: _____ Job Number: _____

Second Supervisor