

ONE PAY STUDENT PAYROLL HIRE FORM AND REQUEST FOR PAYMENT

Date: _____ Employee Name: _____

Hiring Department: _____ Employee Clark ID #: _____

POSITION DATA

Position/Description of Services

*****New employees of the University are required to complete requisite employment forms (e.g. I-9, W-4, M-4, Direct Deposit, etc.) prior to performing any service. The Department of Homeland Security's I-9 Employment Eligibility Verification form must be completed and signed no later than the first day of employment and requires two forms of photo identification. Graduate students may do this in the Payroll Office and Undergraduates may do this in the Office of Financial Assistance.***

Date of Employment: From: To:
Where are services being performed: Clark : Other: City: _____
State: _____
Country: _____

\$ _____ per hour x _____ total hours = Total wage: \$ _____

Wage must meet the \$12.00 per hour state minimum wage requirement-e.g. One pay of \$120 equals 10 hours of work

**Effective 1/1/20, state minimum wage will increase to \$12.75 per hour.

FUNDING DATA

Fund #: Org #: Account Code:

See list below

Student Employee Account #'s:
Undergrad Non Workstudy 6053
Graduate Teaching Assistant 6054
Graduate Research Assistant 6055
Graduate - other 6056

APPROVALS

I certify that the student has been hired to fulfill the position outlined above for the rate and number of hours detailed.

Authorized Supervisor's Signature Extension Date

Authorized Supervisor (Please print)

STUDENT EMPLOYEE AFFIDAVIT

I agree with the above total hours and rate detailed above.

Employee Signature Date

Completed forms should be sent to the Payroll Office for Graduate students and to Financial Aid for Undergraduate students.

Payroll entered by: _____ Date: _____