



University Administrative Business Center (UABC)

STUDENT EMPLOYMENT REQUEST FORM

Student Employee Information:

Date: []

Name: [] OSU ID: []

Phone Number: [] Email Address: []

Student Employees should NEVER start work before coming to the UABC Student Employment Office to be hired. We will only accept this form to begin the hiring process. The student may begin working ONLY AFTER a SIGNED (by UABC HR) copy of this form is received by the supervisor. ONLY at this time is a student clear and in compliance to work.

Hiring Department Information: (To be completed and signed by Supervisor/Hiring Authority)

Job Title: [] Position Number: []

Supervisor Name [] Supervisor ID# []

Home Organization # : [] Start Date: [] Pay Rate: []

[] Is a Background Check required? - Date cleared [] Is a DMV Check required? - Date cleared []

Funding:

Index	Activity Code	Labor %
[]	[]	[]
[]	[]	[]

Approvals:

Super./Dept. Budget Approval: _____ Date: _____

Business Center: _____ Date: _____

UABC HR ONLY:

[] I-9 [] W-4 [] Personal Demographic [] Ethnicity/Race/Veteran [] Direct Deposit [] Checked Banner Screen, RYACWSR. Does Student have Work Study?

EmpCenter [] Dept. Notified [] EPAF Sent [] Input Nolij []

Institution other than OSU: [] Credits Enrolled: []