### AU Student Employment Requisition

1. Please type or print the information requested in the top portion of requisition. A student employment requisition is required each academic year and each summer including those students returning to work in your department.
2. Send to Human Resources at least one week prior to anticipated first payday.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[ ]  New Hire** | **[ ]  Returning** | **[ ]  Separation** | **[ ]  Change** | **Date:**  |       |
| If returning, eligible for wage incentive: | Completed semesters worked [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 |
| Dept./Agency |       | **[ ]** Award Wage Incentive | **[ ]**  Withhold Wage Incentive |
| **Supervisor** |       | **Supervisor Ext. #**  (or Agency Phone) |         |
| **Student Title** |       | **Hourly Wage****Category**  (Check one) | O/C [ ]  CS/L [ ]  MRQ [ ]  PR [ ]  TC [ ]  L/M [ ]  SMGR [ ]  Stipend [ ]  |
| **Student****ID**  |       | **Last Name** |       | **First Name** |       |
| **Effective Date (Anticipated First day to work/Last Day/Change Date)** | **Required:**        |
| **Duration:** | [ ]  **Semester I** | **[ ]  Semester II** | **[ ]  Summer** |
|  | **[ ]  Other (Please specify):**  |
| **[ ]  Hourly Pay** (Check Student Wage Category for base wage) | **Hours per week:**  |
| **[ ]  Std. Wage $ 7.25 /hr (**Office/Clerical, Service/Learning) | **[ ]  Base Wage $ 7.30 /hr**(Major Requirements)  | **[ ]  Base Wage $ 7.40** (Pub.Relations, Tech. & Labor/Maint.) | **[ ]  Base Wage $ 7.65**   (Student Managers) |
| **[ ]  Base Wage $ \_7.65**  (Bookstore & Food Services) | [ ]  **Or $** **per hour (special pay) or Agency base wage/hr.** |
| **[ ]  Stipend Pay** | **Number of Pays:**       | **Each pay:**  $       |
| **Authorized Budget Signature:** | **Date:** | Budget Number:      |

**Human Resource Use Only: Version 2014**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Paperwork** |  |  |  |  | **HR System Entry** | Check when complete |
|  |  Yes |  No-Requested |  Initials |  | WA: Personal Info: |  |
| Application |  |  |  |  | WA: Employment Instance/Job Data: | PNA: Additional Pay (Stipends)(If already hourly job) |
| I-9 |  |  |  |  |
| Tax Forms |  |  |  |  | Job Info | Payroll /Edit Chart Field/Intl: Exempt |
| Direct Deposit |  |  |  |  | Salary Plan/Step | Compensation |
|  |  | Benefit Prog. Part. |  |
| **Has Student worked for AU in last 90 days**? |  |  | PNA: Update Tax Data |  |
| Yes | No | Initials |  |  | Update Tax Dist. (095) | Employee Pay Data/EFT |
|  |  |
| **Financial Aid** | Yes |  | Initials |  | Job Code:  | Pay Group: |
| International Student B4 |  | Unless US citizen or green card |  |  |
| FWS B5 |  | $ |  |  | Start Date | End Date |
| AUE B4 (Summer B3) |  |  |  |
| ICWS B6 |  |  |  | Base Wage/ Wage Inc.: | Base $ +  |
| Bookstore or Dining Services |  |  |  |
| Stipends B4 (Summer B3) |  |  |  | Reports to: |  |
| INVision/Research Asst./Grants |  | Pers. Trainer |  |
| SRC |  |  |  |  | Entered Date: | Initials: |