



To be filled out by PI/Supervisor or Professor in Geosciences:

**Geosciences Student Hiring Request Form**

Request date: \_\_\_\_\_ Prospective hire email address: \_\_\_\_\_

Please put \_\_\_\_\_ on payroll as a student employee. The desired start date is \_\_\_\_\_ and a foreseeable end date is \_\_\_\_\_. They will work approximately \_\_\_\_\_ hours per week. I would like to pay this person at rate of \$ \_\_\_\_\_ (hourly). Please charge their earnings to account number(s): \_\_\_\_\_ @ \_\_\_\_\_ %  
\_\_\_\_\_ @ \_\_\_\_\_ %

The main duties of this employee will be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The time approver and supervisor for this employee will be \_\_\_\_\_ and \_\_\_\_\_.

*A major responsibility of the student employee's supervisor is to ensure that the student employee records actual hours worked. The supervisor should become thoroughly familiar with the payroll procedures and deadlines.*

I understand that if I am hiring a student or graduate assistant, they must be enrolled in a least **6** units throughout the academic year in order to be eligible for student employment.

Furthermore, I understand that no employee will be able to begin work prior to completion of necessary hiring paperwork.

Requester signature: \_\_\_\_\_

Requester email address: \_\_\_\_\_

**Please return this completed form to Denise Carrillo, [dyg@email.arizona.edu](mailto:dyg@email.arizona.edu)**

***For Office Use Only:***

Meets employment eligibility	Box Folder
PCN #: _____	Email I-9 Information
New Hire Transaction #: _____	Emplid #: _____
Funding Transaction #: _____	
I-9 Transaction #: _____	