

AUGSBURG COLLEGE

STUDENT EMPLOYMENT NEW HIRE FORM

Please Print

Last Name	First Name	Student ID Number
Department	Campus Box	Job Title
Direct Supervisor	Phone	Budget Number <i>(indicate % if more than one budget)</i>
Start Date	International Student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hourly Pay Rate <input type="checkbox"/> Standard, <i>first year</i> (\$7.25) <input type="checkbox"/> Standard, <i>returning</i> (\$8.15) <input type="checkbox"/> Technical, <i>must be approved in advance by HR</i> (\$9.60) <input type="checkbox"/> Supervisor, <i>must supervise 2+ student workers during shift</i> (\$9.85) <input type="checkbox"/> Other, please specify \$_____ (<i>typically a grant or off campus position</i>)		

HR will verify the correct wage rate.

Work Study Information

Is student awarded federal work study money?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Total amount awarded for Fall and Spring: \$ _____		

I authorize the hiring of the above-named student for work in my department and I authorize payroll expenses for this student to be charged to the cost center listed above.

Supervisor Signature	Date
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Human Resources Office Use Only			
<u>Checklist</u>			
Student Application	_____	Terms of Employment	_____
W-4 Form	_____	Background Check	_____
I-9 Form	_____	Direct Deposit	_____
Position Code	<input style="width: 150px; height: 20px;" type="text"/>		
Entered by: _____		Date: _____	

Notes: