

EMPLOYMENT FORM

Please use this form when hiring ANY student or non-student to work for the Biological Engr. Department. PRIOR to their appointment being entered and PRIOR to any hours worked, ALL individuals MUST have or obtain a valid UI work permit card from Student & Temporary Employment Services.

Employee Information

Name: _____ ST ID or V#: _____
 Address: _____ Phone: _____
 _____ Email: _____

Position and Pay Rate

☐ New Hire

☐ Budget Change

☐ Rate/Hour Change

- ☐ Non-Student IH
☐ Undergraduate IH
☐ Graduate IH
☐ Graduate RA
☐ Graduate TA

Hourly Rate

 OR
 Semester Stipend
 \$ _____

Description of Duties:

Appointment Details

MULTIPLE BUDGETS? ☐

Appointment Starts: _____
 Appointment Ends: _____

Budget#	Max. Hrs/Wk OR Max. \$/Appt
_____	_____
_____	_____
_____	_____

Office Use Only

Date: _____ EPAF#: _____
 Title#: _____ PCN: _____
 Work Permit Y / N

Tuition/fees paid on contract? Yes ____ No ____ (If yes, what and how much?) _____
 Building keys required for position? Yes ____ No ____ (If yes, what rooms?) _____
 Supervisor approval for time entry? Yes ____ No ____ (if yes, make sure to enter it into Banner and notify supervisor)

Student Signature

Date

Contract PI / Faculty/ Dept Supervisor

Date