

UNA EMPLOYMENT

Request to Hire a Graduate Assistant

Rev 12/10



Student Name: _____ Student ID: _____ UNA Box: _____

Job Group: SG (GA) (Average 20 hours per week)

Program Code _ _ _

Index Code _ _ _ _ _

Fund Code _ _ _ _ _

Budget Organization Code _ _ _ _ _ - 6140

Position Number SG _ _ _ _ _

Position Begin Date _ _ / _ _ / _ _ _ _ _

Position End Date _ _ / _ _ / _ _ _ _ _

Monthly Stipend Amount _____ Total number of months employed _____

Total Stipend Pay \$ _____

Hiring Department: _____ UNA Box _____ Phone _____

Timesheet Approver Name: _____

SUPERVISOR/TIMESHEET APPROVER AGREEMENT: I request this student as an employee in the assignment described above. I agree to keep accurate time records. I understand that the student is protected by the Fair Labor Standards Act and that the student **MAY NOT BEGIN WORK** until all approval paperwork has been completed.

TIMESHEET APPROVER SIGNATURE: _____ DATE: _____

COST CENTER HEAD APPROVAL: I approve this request to hire a student employee. I acknowledge that I have reviewed my departmental budget and *that there are funds available* to cover this request.

COST CENTER HEAD SIGNATURE: _____ DATE: _____

STUDENT AGREEMENT: I accept the employment assignment with the above listed terms. I understand my duties and my work schedule. I am aware that I may be terminated if I am unable to fulfill the assigned duties. I have supplied the necessary identification documents and completed forms required by the Immigration and Naturalization Service, if applicable. I have completed federal and state tax forms, as required.

STUDENT SIGNATURE: _____ DATE: _____

CP&D APPROVAL: _____ COMMENT: _____

RETURN FORM TO: Career Planning and Development- UNA Box 5066- GUC Room 202