

**ONE PAY STUDENT PAYROLL HIRE FORM AND REQUEST FOR PAYMENT**

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Hiring Department: \_\_\_\_\_ Employee Clark ID #: \_\_\_\_\_

Citizen of USA  Lawful Permanent Resident  International Student

**POSITION DATA**

Position/Description of Services

*\*\*New employees of the University are required to complete requisite employment forms (e.g. I-9, W-4, M-4, Direct Deposit, etc.) prior to performing any service. The Department of Homeland Security's I-9 Employment Eligibility Verification form must be completed and signed no later than the first day of employment and requires two forms of photo identification. Graduate students may do this in the Payroll Office and Undergraduates may do this in the Office of Financial Assistance.*

Date of Employment: From:  To:   
 Where are services being performed: Clark  Other  City:   
 State:   
 Country:

\$ \_\_\_\_\_ per hour x \_\_\_\_\_ total hours = Total wage: \$ \_\_\_\_\_

Wage must meet the \$14.25 per hour state minimum wage requirement.  
 \*\*Effective 1/1/23, state minimum wage will increase to \$15.00 per hour.

**FUNDING DATA**

Fund #:  Org #:  Account Code:   
See list below

Student Employee Account #'s:

- |                                      |      |                             |      |
|--------------------------------------|------|-----------------------------|------|
| Undergrad Federal Workstudy          | 6051 | Graduate Teaching Assistant | 6054 |
| Undergrad Federal Workstudy Comm Svs | 6052 | Graduate Research Assistant | 6055 |
| Undergrad Non Workstudy              | 6053 | Graduate Other Wages        | 6056 |
| Undergrad Summer Researchers         | 6057 | Graduate Instructor Wages   | 6058 |

**APPROVALS**

I certify that the student has been hired to fulfill the position outlined above for the rate and number of hours detailed.

\_\_\_\_\_  
 Authorized Supervisor's Signature    Extension    Date

**STUDENT EMPLOYEE AFFIDAVIT**

I agree with the above total hours and rate detailed above. I will not work more than the assigned hours. If more are worked, my supervisor will be notified.

\_\_\_\_\_  
 Employee Signature

As an International student I confirm that I have not worked more than 20 hours in one week, 40 hours in the pay period for all on-campus jobs combined.

\_\_\_\_\_  
 Employee Initials

**Completed forms should be sent to the Payroll Office for Graduate students and to Financial Aid for Undergraduate students.**