CIVIL ENGINEERING - NEW STUDENT SERVICE (BIWEEKLY) EMPLOYEE

SECTION I TO BE COMPLETED BY STUDENT:

Last   First   MI   PUID #

Current Information:

Local Address: _____

_____ Purdue Undergraduate

_____ Purdue Graduate

Phone: _____   _____ Purdue Student NOT currently enrolled

Campus/Bldg: _____   _____ Student NOT at Purdue

Phone: _____

Email: _____   Currently working in another Purdue department?

Date of Birth: _____   _____ No   _____ Yes

Gender: _____ Male _____ Female   If yes, what department? _____

Residency Status (for tax purposes only): _____ US Citizen _____ Permanent Resident _____ Nonresident Alien

Student has Work Study _____ No _____ Yes   If yes, collect PAF from student (Payroll Authorization Form)

_____   _____

Signature   Date

- -

SECTION II TO BE COMPLETED BY HIRING SUPERVISOR:

Position: _____

Job Description: _____

_____

_____

Start Date: _____   End Date: _____ (payroll will verify before seperating)

Hourly Rate of Pay: $ _____   Estimated number of hours per week (for budget only): _____

_____

Source of Funds - Account Number(s)

Please note that non resident aliens can only work a maximum of 20 hours per week during the fall and spring semesters. This also applies to the summer semester when he/she is registered for classes. A maximum of 40 hours per week may be worked during semester breaks.

_____

Supervisor (Print Name)

_____   _____

Supervisor (Signature)   Date

- -

SECTION III TO BE COMPLETED BY BUSINESS OFFICE:

Email New Hire Checklist _____   Timecard _____   Social Security # Provided OR Applied For? _____

I-9 Talx Case Number _____   Perner _____

_____   _____

Business Office Signature (Account Manager)   Date

_____   _____

Business Office Signature (Payroll)   Date