

**GRANT STUDENT EMPLOYMENT PROFILE/JOB ASSIGNMENT**

**EMPLOYEE INFORMATION (Must be typed by Employee):**

Name \_\_\_\_\_  
Last First M.I.

IUP Computing Account \*(Email- 4 letters)\* \_\_\_\_\_  
(UPPERCASE)

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Banner ID @ \_\_\_\_\_

Marital Status \_\_\_\_\_ Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)

Gender \_\_\_\_\_ US Citizen: \_\_\_\_\_

**Permanent Address:**

Street \_\_\_\_\_

City \_\_\_\_\_ State or Prov. \_\_\_\_\_

Postal Code \_\_\_\_\_ Country USA

County \_\_\_\_\_

Local Phone \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

School District \_\_\_\_\_

**Complete for permanent address (MUST CHOOSE ONE):**

\_\_\_\_\_  
(Name of Township/City/Borough)

IF YOU WERE PREVIOUSLY ON STUDENT PAYROLL AND HAD DIRECT DEPOSIT, DO YOU WISH TO CONTINUE YOUR DIRECT DEPOSIT TO THAT SAME ACCOUNT?

**For Payroll Use Only:**

Personnel No. \_\_\_\_\_ CDC \_\_\_\_\_

SAP Pos. \_\_\_\_\_

Award Amount \_\_\_\_\_ Background Clearances \_\_\_\_\_

**Reason for Hire/Change (Choose One):**

Most Recent Date of Employment \_\_\_\_\_

Were you previously employed by another PASSHE university?

If Yes, which one? \_\_\_\_\_

**Classification (Choose One):**

Number of credits for: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Pre-Summer \_\_\_\_\_ Sum 1 \_\_\_\_\_ Sum 2 \_\_\_\_\_

Graduation Date \_\_\_\_\_ Major \_\_\_\_\_

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE, CORRECT, AND ACCURATE.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLACEMENT INFORMATION (Must be typed by Supervisor):**

First Work Date \_\_\_\_\_

Minimum Hourly Rate: (Choose One)

Time Sheet Organizational Code (TSO) \_\_\_\_\_

Department Name \_\_\_\_\_

SAP Cost Center Number \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Campus Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*WAGE INFORMATION (Must be Completed by Supervisor):**

Employers who are paying a wage rate other than the prevailing rate must attach a justification for higher rate and obtain the Vice President's or Dean's authorization.

Rate: \_\_\_\_\_

\_\_\_\_\_  
VP/Dean (Must be typed)

Date \_\_\_\_\_

\_\_\_\_\_  
VP/Dean Signature

Date \_\_\_\_\_

- PAPERWORK MUST BE SUBMITTED TO PAYROLL SERVICES, G-11 SUTTON HALL, NO LATER THAN THE FIRST DAY OF EMPLOYMENT
- Students being placed on the payroll for the first time must present their social security card and photo identification.
- Undergraduate students must have at least six (6) credits and cannot work more than twenty five (25) hours per week while attending classes. Graduate Students must have at least three (3) credits and cannot work more than forty (40) hours per week.
- International students cannot work more than twenty (20) hours per week while attending classes.
- Students cannot work more than forty (40) hours per week when not attending classes.
- According to management directive, 505.7 Personnel Rules, an employee or official must not exercise direct and immediate supervisory authority over a family member.

Input date \_\_\_\_\_ PD \_\_\_\_\_ Initials \_\_\_\_\_