

UE 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 City/Borough/Township)

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 _____