

ALL PROFILE SHEETS MUST BE TYPED BY BOTH STUDENT AND SUPERVISOR

FEDERAL STUDENT EMPLOYMENT PROFILE/JOB ASSIGNMENT COMMUNITY SERVICE LEARNING

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?

Number of credits: Fall _____ Spring _____

Pre-Summer _____ Sum 1 _____ Sum 2 _____

Classification (Choose One):

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 _____

Choose One:

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

Employers who are paying a wage rate other than the prevailing rate must attach a justification for a 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 _____