ALL PROFILE SHEETS MUST BE TYPED BY BOTH STUDENT AND SUPERVISOR

FEDERAL 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 Borough/City/Township)

Number of credits for: Fall _____ Spring _____

Pre-Summer _____ Sum 1 _____ Sum 2 _____

For Payroll Use Only:

Personnel No. _____ CDC _____

SAP Pos. _____

Award Amount _____Background Clearances_____

Reason for Hire/Change (Choose One):

Last Date of Employment_____

Were you previously employed by another PASSHE university?

_____

If Yes, which one? _____

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

_____

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)

*If hourly rate is higher, please complete the box below:

Time Sheet Organizational Code (TSO) _____

Department Name_____

SAP Cost Center Number_____

Immediate Supervisor_____

Campus Address_____

_____

Phone # _____

_____
Authorized Signature Date

***Higher Rate (Must be Completed by VP/Dean):**

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.

_____
VP/Dean (Must be typed)

Rate:_____

_____
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 four and a half (4.5) 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_____