

**GRADUATE DIRECTOR 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 <u>USA</u> 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 Clearance _____ 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 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 _____
Must be Typed By Student/Supervisor: Check Distribution Code _____ SAP Cost Center Number _____ Stipend Amount _____ Residency Code (Choose one): _____ Authorized Signature _____ Date _____	For Payroll Services Use Only: Hourly Rate _____ Stipend Begin Date _____ Stipend End Date _____ Bi-Weekly Stipend Amount _____

- 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.
- Graduate students must have at least three (3) credits and cannot exceed 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 _____