**New Hire Form Part-Time**

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| --- | --- |
| Hiring Supervisor |  |
| Project Funding Source |  |

A Student employee is an individual whose association with the System is for the primary purpose of furthering his formal education at either the undergraduate or graduate level. Student employees may work 50 percent FTW or less during the regular academic session, up to 100 Percent FTE or less during break periods (i.e., between academic semesters, summers, and holidays). If you have a Federal/State Government student that you want to work during the summer months you may change their position from College Work Study to Non College Work Study for that time period and change back to College Work Study in the fall.

**Select One:**

**Graduate Student – Benefits Eligible-Insurance Only**

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|  | Research Assistant | 20 hours week |
|  | Teacher Assistant | 20 hours week |

**Undergraduate Student – Non-Benefits Eligible**

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| --- | --- | --- |
|  | Federal/State Government | Pays salary as awarded |
|  | Non College Department | Pays 100% of salary |

**Non-Benefits Eligible**

|  |  |  |
| --- | --- | --- |
|  | Non-Benefits Exempt | Non-regular employment on a work schedule basis of less than 20 hours per week regardless of the appointment. This does not include an individual employed in a position that requires student status as a condition of employment. (Ex: Data Collectors, Casuals, Examiners) |

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| --- | --- | --- | --- |
| Employee Name |  | | |
| People Soft ID# |  | | |
| Start Date |  | End Date |  |
| Hourly/Monthly Rate |  | Building/Room Number |  |