

For Office Use Only:

PCN # _____

New Hire Transaction # _____

Job # _____

Funding Transaction # _____

Time Approver Access to Dept # _____

Modify Transaction # _____

Application

I-9 Transaction # _____

Offer Letter

Hiring Form

Employee ID: _____

Gender: Male

Student ID: _____

Female

Date of Birth: _____

Citizenship: _____

Email: _____

Name: _____
Last First

Proposed Hours: _____

Employment Period: _____ through _____
(start date) (end date)

Proposed Pay Rate: \$ _____ per hour
per year

Accounts to be Charged: _____ @ _____ %

_____ @ _____ %

Brief Description of Duties: _____

Proposed Title: _____

Student *

Staff

Graduate Student (GTA / GRA)*

Temporary Employee

* Please note that eligibility for student employment requires minimum enrollment in 6 units at the University of Arizona.

A major responsibility of the student employee's supervisor is to ensure that the student employee records actual hours worked. The supervisor should become thoroughly familiar with the payroll procedures and deadlines.

Responsible Person's Email: _____

For Office Use Only:

Supervisor Position Number: _____

Time Approver Position Number: _____

Supervisor: _____

Time Approver: _____