SLIPPERY ROCK UNIVERSITY PAYROLL
NEW HIRE FORM - FIRST TIME STUDENT EMPLOYEES
(students who do not have an active eTime Account)

TIMEKEEPERS OR SUPERVISORS ARE RESPONSIBLE FOR VERIFYING THE STUDENT'S EMPLOYMENT ELIGIBILITY.

Complete and email this form to: payroll@sru.edu or fax to: 4463
(Payroll will send the student employee the packet and clearance instructions)

Department or Grant Name:	By signing below I certify that the student is registered for 6 or more credit hours -or- registered full time in an academic non-credit program (such as ESL). (**SUMMER POLICY**: Student is registered for 6 or more credit hours throughout the summer sessions -OR- 6 or more credit hours in the fall -OR- non-credit as listed above.
Fund Ctr or WBS: Position Tier:	
Name of Approver(s):	
Student's start date will be the same day paperwork and clearances are received in the Payroll Office.	_____
Is this student a Graduate Assistant?	Factuly, Staff or Admin. Signature (required) (digital signature accepted) Date

ALL SECTIONS OF THIS FORM MUST BE COMPLETED				STUDENT PAYROLL USE ONLY:	
HANDSHAKE JOB NUMBER	STUDENT'S NAME	STUDENT'S SRU EMAIL ADDRESS	PAY RATE	PRNR	POSITION NO.
			$		

Will this student be working with minors under the age of 18?

Student employees who will be working with minors must turn in all clearance <u>results</u> BEFORE they can begin work.

STUDENTS ARE NOT ELEGIBLE TO WORK UNTIL PAYROLL PAPERWORK AND CLEARANCE APPLICATIONS ARE RECEIVED IN THE PAYROLL OFFICE. PLEASE ALLOW 3 TO 5 DAYS PROCESSING TIME BEFORE THE E-TIME ACCOUNT IS CREATED.