

Research, Innovation & Impact

Hire Request Form - STUDENT WORKER/GRA CONTRACT

Submit form to RII Employee Services at least 1 week prior to start date.

*****Employment must NOT begin until hire is fully approved and I9/E-Verify completed!*****

Please select student group type:	<input type="checkbox"/> B			<input type="checkbox"/> C			<input type="checkbox"/> D			<input type="checkbox"/> GRA		
Hire Department:												
Contact Name												
Email & Phone												
Student's Name and email:												
Student ID #:												
If Student B/C/D - Employment Period :	Start Date:			End Date:								
If GRA Contract:	<input type="checkbox"/> Fall			<input type="checkbox"/> Spring			<input type="checkbox"/> Both					
Position Title: (Optional)												
Rate of Pay:												
Hours per Week or FTE												
Supervisor:												
Time Approver:												
Work Location (Bldg, Room, Phone):												
<i>If a job posting is needed please include a job description.</i>												
Position Funding Account(s)/distribution split:												
Federal Work Study?	<input type="checkbox"/> Yes - FWS Amount \$_____ <input type="checkbox"/> No											
<i>Please attach FWS Authorization form</i>												
Funding confirmed by Account Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No Acct Mngr:											
<div style="display: flex; justify-content: space-between;"> Hiring Authority Approval Signature: </div>												
Date:												

This form must be completed and signed by an appropriate unit hiring authority as well as have funding information confirmed BEFORE returning to RII Employee Services - thank you.