



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student 700: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ CMU Email: \_\_\_\_\_

### Job Information and Description

*Required*

Student Assist (SA)

Org # \_\_\_\_\_

Hourly Pay Rate \$ \_\_\_\_\_

Start Date \_\_\_\_\_

Work Study (WS)

*(Min. Wage up to \$15 per hour)*

Either

Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

☐

Submitted by Proxy

Proxy Name: \_\_\_\_\_

**\* Student is not eligible to work until you are notified by payroll.**

**Submit Form**

#### STUDENT PAYROLL OFFICE ONLY

Effective Date: \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

☐ CN☐ CW☐ SF☐ MW☐ AA☐ SA

Cr: \_\_\_\_\_ New Hire: ☐ WS not acpted: ☐