



Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Student 700#: \_\_\_\_\_

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

**Job Information and Description**

*Required*

Student Assist (SA)

Org #

Hourly Pay Rate \$

Start Date

Work Study (WS)

*(min. wage to max rate allowed for students)*

Either

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

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

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

☐

Submitted by Proxy

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

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

STUDENT PAYROLL OFFICE ONLY

Effective Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

☐

CN

☐

CW

☐

SF

☐

MW

☐

AA

☐

SA

Cr: \_\_\_\_\_

New Hire: ☐

WS not acpted: ☐