

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: