

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)		<i>(min. wage to max rate allowed for students)</i>	
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: