

**SLIPPERY ROCK UNIVERSITY
STUDENT NEW HIRE/REHIRE FORM**

**TIMEKEEPERS OR SUPERVISORS MUST VERIFY EACH STUDENT'S EMPLOYMENT ELIGIBILITY BEFORE THE STUDENT CAN BEGIN TO WORK.
STUDENTS MUST BRING THIS COMPLETED FORM TO THE PAYROLL OFFICE BEFORE EMPLOYMENT STARTS.**

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|---|---|---|
| Department Name: | | <i>I hereby certify that these students are registered for 6 or more credit hours (see policy for summer criteria).</i> |
| Cost Ctr: (10 digits) | WBS Element: (For Grant or Special Fund use Only) | |
| E-mail of Approver: | | Signature: _____ Date: _____ |
| Student's Start Date (use beginning date of pay period) | | |

| ALL SECTIONS OF THIS FORM MUST BE COMPLETED | | | STUDENT PAYROLL USE ONLY: | |
|---|-----------------------|----------|---------------------------|--------------|
| STUDENT'S NAME | STUDENT EMAIL ADDRESS | PAY RATE | PRNR | POSITION NO. |
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STUDENTS WILL NOT BE ABLE TO ENTER THEIR HOURS IN E-TIME UNTIL PAPERWORK IS COMPLETED IN PAYROLL.