

SLIPPERY ROCK UNIVERSITY PAYROLL
ADD ACTIVE STUDENT EMPLOYEE(s)
 (Student's have an active eTime acct. and need added to your dept.)
 Complete and email to: payroll@sru.edu or fax to: 4463

PLEASE VERIFY THE STUDENTS' EMPLOYMENT ELIGIBILITY

Department or Grant Name:		By signing below I certify that the student is registered for 6 or more credit hours -or- registered full time in an academic non-credit program (such as ESL). (SUMMER POLICY: Student is registered for 6 or more credit hours throughout the summer sessions -OR- 6 or more credit hours in the fall -OR- non-credit as listed above.
Fund Ctr or WBS:	Position Tier:	
Name of Approver(s):		
Start date in your Department:		
		_____ Faculty/Staff/Admiin Signature Required (digital accepted) Date

Please make a note if any of the students are Graduate Assistants				STUDENT PAYROLL USE ONLY:	
HANDSHAKE JOB NUMBER	STUDENT'S NAME	STUDENT'S SRU EMAIL ADDRESS (@sru.edu)	PAY RATE	PRNR	POSITION NO.
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		

PLEASE ALLOW 3 TO 5 DAYS PROCESSING TIME BEFORE THE NEW DEPARTMENT APPEARS IN E-TIME.

Will this (these) students be working with minors under the age of 18?