

**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). <b>(SUMMER POLICY:</b> 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: (10 digits)	-or- WBS Element: (For Grant or Special Fund use Only)	
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 \$7.25/Hour	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?