

**SLIPPERY ROCK UNIVERSITY PAYROLL
NEW HIRE FORM - FIRST TIME STUDENT EMPLOYEES**
(students who do not have an active eTime Account)

TIMEKEEPERS OR SUPERVISORS ARE RESPONSIBLE FOR VERIFYING THE STUDENT'S EMPLOYMENT ELIGIBILITY.

Complete and email this form to: payroll@sru.edu or fax to: 4463
(Payroll will send the student employee the packet and clearance instructions)

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: (10 digits)	-or- WBS Element: (For Grant or Special Fund use Only)	
Name of Approver(s):		
Student's start date will be the same day paperwork and clearances are received in the Payroll Office.		
Is this student a Graduate Assistant?		Faculty, Staff or Admin. Signature (required) (digital signature accepted) Date

ALL SECTIONS OF THIS FORM MUST BE COMPLETED				STUDENT PAYROLL USE ONLY:	
HANDSHAKE JOB NUMBER	STUDENT'S NAME	STUDENT'S SRU EMAIL ADDRESS	PAY RATE \$7.25/Hour	PRNR	POSITION NO.
			\$		

Will this student be working with minors under the age of 18?

Student employees who will be working with minors must turn in all clearance results BEFORE they can begin work.

STUDENTS ARE NOT ELEGIBLE TO WORK UNTIL PAYROLL PAPERWORK AND CLEARANCE APPLICATIONS ARE RECEIVED IN THE PAYROLL OFFICE. PLEASE ALLOW 3 TO 5 DAYS PROCESSING TIME BEFORE THE E-TIME ACCOUNT IS CREATED.