

Biweekly Student & Hourly Temporary Employment Form

This form is to be completed by Student, Supervisor, and Department Head. A fully signed form needs provided to Purdue Polytechnic Business Office to provide any required documents to finish the employment process and obtain his/her timecard.

NEW HIRES and REHIRES must do the Electronic I-9 on or before start date. Required identification documentation is required within three days after start date. If requirements are not provided, student will not be allowed to work.

A.

Last (Please Print Legibly)	First	MI (required)	PUID # (10 digits)
Current Information:			
Local Address:	<input type="checkbox"/> Purdue Undergraduate Student <input type="checkbox"/> Purdue Graduate Student <input type="checkbox"/> Purdue Student NOT currently enrolled <input type="checkbox"/> Student NOT at Purdue <input type="checkbox"/> Temporary - hourly non student		
Phone:	<input type="checkbox"/> Currently working in another Purdue department? <input type="checkbox"/> No <input type="checkbox"/> Yes, in Dept _____		
Purdue Email:	_____		
Birthdate:	_____		
Student has Work Study	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, collect PAF from student (Payroll Authorization Form)		
Do you have relatives on the University Faculty, Staff, or Board of Trustees?	<input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes", list relative's name and relationship to you. _____ Name _____ Relationship _____		
Have you ever been convicted of or pled guilty to a crime?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, state conviction (e.g., felony, misdemeanor), date, city & state, court action/sentence.		
Explanation: _____			

B.

Check One: Clerical Service Select Job Title: _____

Job Description _____	<input type="checkbox"/> Student Clerical - Office Assistant <input type="checkbox"/> Student Service - Teaching Assistant/Grader <input type="checkbox"/> Student Service - Research Assistant <input type="checkbox"/> Student Service - Student Flight Instructor <input type="checkbox"/> Student Service - Flight Dispatcher <input type="checkbox"/> Student Service - SIM Assistant <input type="checkbox"/> Student Service - Maintenance Technicians <input type="checkbox"/> Student Service - Maintenance Assistant <input type="checkbox"/> Temporary Position
-----------------------	--

Maximum Hours Per Week: _____ Length of employment: _____ (# of Semesters) _____ (# of Weeks)

Start Date: _____ Rate of Pay: \$ _____ /hour Department Name: _____

Source of Funds:

Account Name(s): _____

ORDER/WBSE	Percent

C.

Supervisor _____ Supervisor Email: _____

Supervisor's Approval _____

To Be Completed for Hire

Department Head: _____ Date: _____

Business Office: _____ Date: _____

To Be Completed for Separation

Department Head: _____ Date: _____

Business Office: _____ Date: _____

If NSF is the funding source, RCR certification must be completed before student can begin work on NSF project. Student should create an account at www.citiprogram.org (or log into existing account) and complete the RCR course titled "Responsible Conduct of Research". There is no charge for the course and its certification. Print certification and bring to the Business Office with this Student Employment Form. **YOU WILL NOT BE PAID UNTIL THIS TRAINING IS DONE.**