

Undergraduate/Graduate Hourly job form

Faculty member:

- Please complete this form for the Undergraduate/Graduate hourly job you wish to initiate.
- All fields are required unless otherwise noted.
- Failure to complete all fields properly will delay the hourly job.
- ***Submit to EO support staff in your department.***

Staff member:

- Please use the information in this document to enter the information into my.atlas.edu/appointments so a formal offer letter can be issued by the SLCL HR office.

Undergraduate ☐

Graduate ☐

Start date:

End date:

Name of student to be hired:

UIN of the student to be hired:

Email of the student to be hired:

Employing Unit:

Hours per week (if applicable):

Rate of pay:

Account number to charge:

Has the student ever worked for the university?

Current university employment (if applicable):

List hourly duties:

Supervisor (please print)

Signature of Supervisor Date

Department Head Approval Signature