

Career Center

Student Employment Programs Referral Form

Student Information

Last Name: _____ First Name: _____ Student ID: _____

Contact Phone: _____ E-Mail: _____

Attention Student: I verify that the above information is correct. I understand that if I am offered employment, I will need to provide required paperwork which includes filling out an I-9 Form, direct deposit authorization, and tax withholding forms.

Signature: _____ Date: _____

Job Information/Authorization to Hire

(SUPERVISOR USE: It is vitally important that this section is thoroughly completed, item by item. The student is not able to work in this position until all of the below information is completed. The same person may sign both authorizations below.)

Is this position for Federal Work Study students only? Yes _____ No _____

Is this student eligible for Federal Work Study? Yes _____ No _____ Unknown _____

Does this position involve community service work for a nonprofit agency? Yes _____ No _____

Job Title: _____

Org Code: _____ Pay Expense Index: _____ Pay Rate/Hour: _____

*1 NOV Number: _____ *2 KRONOS Suffix (if applicable): _____

*3 Does the student need to complete a Criminal Background Check (CBC) form in Student Employment? Yes _____ No _____

Intramural Voucher Expense Account Code (5-digit number to reimburse Human Resources for CBC expense) _____

Start Date: _____

Department Name: _____ Department Phone: _____

Department Authorization Name (print): _____
(department chair or administrative head)

Department Authorization Signature: _____ Date: _____

Supervisor Name (print): _____ Supervisor Phone: _____
(staff person who signs timesheet)

Supervisor Signature: _____ Date: _____

ATTENTION SUPERVISOR: In order to get paid, student must return this completed referral form to Student Employment (HMSU, room 139).

*1 NOV Number (Notice of Vacancy): Required for all positions. NOV number is generated when a position is added to the Applicant Tracking System.

*2 KRONOS Suffix: A 2-digit number required for all departments that are on the KRONOS (time keeping) system.

*3 Positions which require a CBC are: any employee who will be working with children and the elderly, handling currency, and those who will have access to confidential information. The department requesting a CBC will incur all charges. For more information regarding costs, please contact HR.

Student Employment Programs/Payroll Use Only

I-9 Validation: _____ Rate Validation: _____ Computer: _____ Drug: _____ FERPA: _____ CBC: _____