



Request for Approval to Hire Work-Study/Student

Applicant Information

DATE: \_\_\_\_\_ Student UIN: \_\_\_\_\_
Student Name: \_\_\_\_\_ Last First M.I.
Address: \_\_\_\_\_ Street City, State Zip
Contact Information: \_\_\_\_\_ E-Mail Address Phone # Alternate Phone #
Are you currently employed by SFSU? [ ] Yes [ ] No If Yes: Please list department & position: \_\_\_\_\_
Enrollment Status: [ ] 0-6 Units Part-Time [ ] 6-Above Units Full-Time

Hiring Department Information

Classification:
[ ] Student Assistant [ ] International Student [ ] Work-Study Student
Work-Study Only (Maximum Work-Study Award student can earn):
Fall Spring Summer
Semester of Hire:
[ ] Fall \_\_\_\_\_ [ ] Spring \_\_\_\_\_ [ ] Summer \_\_\_\_\_
Funding Source:
Professional Development Incentives Department Department
[ ] (AQ/PQ Funds: [ ] Account [ ] Trust Funds [ ] U-Corp Funds
Fund # \_\_\_\_\_
Hourly Pay Rate: \_\_\_\_\_ X #Hrs/wk \_\_\_\_\_ X #weeks \_\_\_\_\_ = Anticipated Exp: \_\_\_\_\_
Purpose of Hire: \_\_\_\_\_
Supervisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Approval to Hire

\_\_\_\_\_  
Supervisor Signature Date
\_\_\_\_\_  
Department Chair/Department Manager Signature Date
\_\_\_\_\_  
CoB Fiscal Office Signature Date

For CoB Use Only

Status of Offer: [ ] E-mailed Date of Notification (Official Approved Start Date): \_\_\_\_\_
Hiring Packet Completed: \_\_\_\_\_ Verified by: \_\_\_\_\_
[ ] EEV Received [ ] Work-Study Clearance Received [ ] International Student Tax Verification
Date of E-TRAC: \_\_\_\_\_ E-TRAC #: \_\_\_\_\_ Position #: \_\_\_\_\_

# Acknowledgement Form

## Student's Responsibility:

I will not start work until my hiring paperwork is complete and processed.

I will submit my timesheets on a monthly basis. If my time sheet is 30 days late, my hours will be considered volunteer work for the College.

I understand it is my responsibility to submit my work hours via SF State Gateway.

I understand that in addition to electronically submitting my work hours, a tangible time sheet is due by the 25<sup>th</sup> of every month to my supervisor.

I understand that in addition to electronically submitting my work hours, a tangible time sheet is due by the 30<sup>th</sup> of every month to the CoB fiscal office with supervisor's signature.

**Note: If tangible time sheets are not submitted to the fiscal office with the proper signatures, student reported time will NOT be approved resulting in late pay.**

## Supervisor's Responsibility:

Supervisor should check with the departments to ensure that students have turned in all the appropriate hiring paperwork prior to working any hours.

Supervisor should make sure monthly time sheets are completed and turned into the department office by the 25<sup>th</sup> of every month.

Supervisor understands that all work will stop if time sheet is not received by the 25<sup>th</sup> of the month.

**I have read and agreed to the policies and procedures above:**

**Acknowledgement to terms listed above:**

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*Student Signature*

*Date*

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*Department Chair/Department Manager Signature*

*Date*