



Request to hire OPS Hourly Students

For regular hires the start date should be at two weeks after the requested date.

If the Florida Statute Screening is required, the start date should be at least two months after the requested date.

*Please note this employee WILL NOT be eligible to start working prior to the start date listed on this form.

*Any new employees WILL NOT be eligible to start working until their I-9 Verification is completed.

Date of Request:

Department:

Full name:

PID number:

Email:

Is the student international? Yes No

Type: Graduate Undergraduate *at the time of hire

Start date:

End Date:

Hours per week:

Hourly rate of pay:

Account(s) for payroll:

Supervisor Name:

Is this hire research related? Yes No

Description of duties: