



**REFERRAL FOR STUDENT EMPLOYMENT**

Please Print

**Banner ID (GID)** \_\_\_\_\_ **Last name** \_\_\_\_\_ **First name** \_\_\_\_\_ **Middle initial** \_\_\_\_\_

**Employing Department** \_\_\_\_\_ **Banner Index Number (to pay from)** \_\_\_\_\_ **Wage Rate** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

\$

**Expected period of employment** \_\_\_\_\_ **# credits enrolled in** \_\_\_\_\_ **School Term:** \_\_\_\_\_ **Year** \_\_\_\_\_  
(circle one)  
**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Fall** **Spring** **Summer**

**Job description:** Please include title if any and a brief description of duties

In accepting this employment I understand I am not eligible for benefits such as unemployment compensation, sick leave, vacation leave, holiday pay, etc.

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_ **date** \_\_\_\_\_ **Supervisor signature** \_\_\_\_\_ **date** \_\_\_\_\_

\_\_\_\_\_  
**Cabinet-level Supervisor signature** \_\_\_\_\_ **date** \_\_\_\_\_

*If student employee is **new hire**, please have him/her visit Payroll Office for brief orientation and payroll paperwork. If this is a **rehire**, have student complete the following information:*

**EMPLOYEE'S CONTACT INFORMATION**

**Mailing Address:**

*(printed on paychecks and form W2 wage statements)*

\_\_\_\_\_  
**Street or PO Box**

**Home Phone # :** \_\_\_\_\_

\_\_\_\_\_  
**City, State, Zip**

**E-mail address:** \_\_\_\_\_

If student is signed up for **direct deposit** of pay, has bank account information changed? Please contact the Payroll Office to verify or correct direct deposit account and W-4 information.