

REQUEST FORM FOR LABOR ASSIGNMENT

Student Name _____ ID# _____

Department _____ Dept Phone # _____ Enrolled in _____ Credit Hours
Circle one: Academy FR SO JR SR Graduate

Job Description _____ Date to Start Work _____

Immediate Supervisor _____ Beginning Wage Rate \$ _____

Related to an employee at SAU? _____ Yes _____ No If yes, who? _____

Employed by another department? _____ Yes _____ No If yes, Where? _____

I understand my department will be charged for any overtime this student works, if they are already working for another department.

Departmental Signature _____

Student must always take this Form to the Human Resources Office before reporting for work.

If you haven't worked for SAU before, bring:

- 1. ID to establish both identity and employment eligibility**
- 2. Current Bank account information**

I understand that my overtime rate will be figured based on my last hiring department's rate. Initial: _____

I understand that, according to policy #1368, my hours per week are subject to a limit.
(24 hours per week during the school year, and 38 hours per week during the summer months). Initial: _____

Student Signature _____

HR USE ONLY: _____ **Entered**

Revised 1/2014

Worked at Southern before? Y N
Job posted at least 48 hours? Y N
Can work until _____
Any nepotism? Y N
Wage consistent with required scale? Y N
Sufficient credit hours? Y N
FERPA training required? Y N