

**Center for Teaching and Learning
Vice Provost for Undergraduate Education
– Human Resources**

To hire a student/temp employee:

Please print legibly.

1. Legal name: (Last, First) _____
2. Address: _____
3. Phone number: _____
4. Email: _____
5. Student ID: _____
6. Do you have a Social Security Number? Yes / No. If no, please provide evidence of having applied for a SSN.
7. Birth date: _____
8. Male / Female: _____
9. Are you eligible for Federal Work-Study? Yes / No
10. Position type: (e.g., Oral Communication Tutor, Office Assistant, Appointment Tutor Residential Tutor, Other) _____
11. Start Date (Estimated): _____
12. End Date (Estimated): _____
13. If working Summer Quarter, do you plan to be a registered student at that time? Yes / No
14. Hours per week: _____ (Not to exceed 20 hours /week for registered students.)
15. Account from which student should be paid: _____
16. Pay rate per hour: _____

Job Code: 9100 for Registered Student
 9150 for non-registered, temporary employee
 8998 for Resident Tutors (live in)

Organization Code: FEQZ

17. Recently or currently employed at Stanford? Yes / No
18. If so, with what department, and for how many hours per week? _____

19. If previously employed by Stanford: Position _____

20. Department _____

21. Number of quarters _____

22. End date: _____

23. If currently employed elsewhere at Stanford, to which office do you want your pay check /
stub delivered? _____ (Mail code: _____)

**24. I agree to submit my hours worked each pay period according to the guidelines and
deadlines provided by my supervisor and the CTL Program Manager.**

Student Signature _____

Date: _____

Please be prepared to supply proof of employment eligibility. (See list on Form I-9) Once this form is approved we will request a PeopleSoft record for a student who has no current record or add a job assignment for a student who has an existing record.

The signature(s) below authorize(s) the hourly rate and hiring of a student employee on behalf of Stanford University.

Approved _____
By:

Supervisor

Phone _____
Number:

Approved _____
By:

Linda Salser

Submit completed forms to Linda Salser, Programs Manager, Center for Teaching and Learning, Sweet Hall 429; MC: 3087, salser@stanford.edu; 723-2207.

Please submit form no later than 5 business days before the new hire's first day of work to ensure that the employee's record is created/updated in time for payroll processing.

Please note all timesheets must be signed by your CTL supervisor before going to Payroll.

Process Date: _____

Employee Rec #: _____

Tax data: _____

Tax withholding: _____

I-9: _____

Copyright agreement _____

Direct deposit _____

Confidentiality agreement _____

Other: _____