**Grant-funded Student Employment Form**

**(Academic Year Only)**

Use this form if you have a student position that will be grant funded taking place during the academic year to notify HR of the person hired.  A new form will be needed for EACH academic year. Students will be required to complete the W4 form and I9 form, as they have in the past. This form can also be used if the grant GL numbers change for an existing student worker that is grant paid will now need to be paid from a new GL during the academic year. ***These forms will NOT be used for summer employment - summer workers will need to complete a similar form that states summer employment.***

*Send the signed form to* ***Sara Weixelman*** *in Padour Walker when the appointment is determined, prior to any work being performed. Send electronic copies to* ***Jason Cottam and Carol Bietz****.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | | |
| **Student ID:** |  | | |
| **Select One:** | **New Position:\_\_\_\_\_**  **OR**  **Change in cost object number for existing position:\_\_\_\_** | | |
| **Grant or Award Name:** |  | | |
| **Cost Object Number:** |  | | |
| **Rate of Pay if Hourly ($/hour):** |  | **Kronos Supervisor:** |  |
| **Rate of Pay if Stipend (any pay other than hourly):** |  | **List the months to pay stipend listed** |  |
| **Academic year 20\_\_\_\_ - 20\_\_\_\_** | | | |

I intend to hire/rehire the above student as a grant-funded research student. I understand that, as a supervisor, I am responsible for monitoring my grant budget and adjusting work hours accordingly. I further understand that as the supervisor, I am required to verify the student’s hours worked on the monthly time card. I have read and understand the employment policies and procedures as presented in the Student Employment Handbook.

**Grant PI:** (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant PI:** (sign)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Office Use Only:**

Position Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I-9 W-4 \_\_\_\_\_\_