

STUDENT EMPLOYEE DATA SHEET

Freshman
 Sophomore
 Junior
 Senior
 Graduate

Last Name		First Name		Middle Initial
UID Number		House and Mail Code	Phone Number	
Gender		Marital Status		Birth Date
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Single <input type="checkbox"/> Married		
Local Mailing Address				
City		State		Zip Code
Email Address				
Primary Emergency Contact		Relationship		Contact Phone Number
Ethnicity				
<input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Other				
<input type="checkbox"/> I am a citizen of the United States. <input type="checkbox"/> I am a citizen of the				
		Name of Country		Visa Type
				Visa Expiration Date

Student Signature
Date

Assignment Information		
Start Date:	End Date:	Supervisor: <u>Beth Larranaga</u>
Organization Name		Organization Code
Dean's Office (Tutor)		SD01
Are you currently working for any other Campus department(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Classification		
Undergraduate Assignments <input checked="" type="checkbox"/> B100 - Undergraduate General Work <input type="checkbox"/> B300 - Undergraduate Technical Work <input type="checkbox"/> B600 - Undergraduate Teaching Assistant <input type="checkbox"/> B900 - Student House Waiter (House Name: _____)	Graduate Assignments <input type="checkbox"/> B200 - Graduate General Work <input type="checkbox"/> B400 - Graduate Technical Work <input type="checkbox"/> B450 - Graduate Lab Assistant <input type="checkbox"/> B500 - Graduate Research Assistant <input type="checkbox"/> B700 - Graduate Teaching Assistant	Other Assignments <input type="checkbox"/> B250 - Resident Associate

Payroll: <input checked="" type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other Pay Rate: _____ Regular Schedule: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Hours/week: Varies	PTA: <u>SAO.TUTORS-1.1-GB.SAO</u> Student non-benefit less than 20 hours per week Expenditure Type: <u>SALARY</u> Timecard Approver: <u>Beth Larranaga</u>
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Division/Department Signature	Extension	Date