

STUDENT EMPLOYMENT INFORMATION FORM
Carnegie Mellon University Department of Athletics

To be completed by STUDENT

Please complete this form for initial employment and for changes in pay, position or employment period

The academic calendar year has two payroll periods: Academic Year (mid-August to mid-May) and Summer (mid-May to mid-August)

For each period in which you work, and for each position, you will need to complete a new Student Employment Information Form. For multiple positions within the dept., please specify the position on your timesheet.

Please complete the following section and then take the form to your supervisor for him/her to complete the "hiring supervisor" section:

Employee Name (please print - Last, First, Middle):

Social Security Number: _____

Email Address: _____

Local Address: _____

Permanent Address: _____

Cell phone #: _____

Home phone #: _____

Gender: Male Female

Date of Birth m/d/year): _____

Do you have an I-9 form on file with Payroll? Yes No

Have you signed up for Direct Deposit with Payroll? Yes No

Payroll located 4516 Henry Street, UTDC Building

Are you currently registered as a student at Carnegie Mellon? Yes No Graduated
First Second Third Fourth Fifth Graduate

Are you currently registered as a student at another University? Yes No
First Second Third Fourth Fifth Graduate

If you are an undergraduate, have you been awarded College Work Study? Yes No

Have you ever worked at Carnegie Mellon University before? Yes No

Are you currently employed by any other department(s) at Carnegie Mellon? Yes No
If yes, what department? _____

Employee Signature: _____ Date: _____

To be completed by the Hiring Supervisor:

Hourly Pay Rate: _____ Student's Title: _____

Start Date: _____ End Date: _____ Average # of Hrs worked (per week): _____

Supervisor Name: _____ Date: _____