

REQUEST TO HIRE FORM

NAME

DATE OF HIRE

DEPARTMENT NAME

APPROVED JOB TITLE

DEPT COST CENTER #

FEDERAL WORKSTUDY CC# (if applicable)

HOURLY RATE

SUPERVISOR/TIMEKEEPER SIGNATURE & DATE

PRINTED NAME

Timekeeper information

This form is used for students who have NOT worked on campus before or who are being REHIRED

Name is the full name of student being hired (do not use nicknames or preferred names)

Date of Hire should be the beginning of the pay period student started working in the department

Department Name is the name that is listed in E-time associated with the dept cost center

Approved Job Title can be found in the Student Job Description document found at Millersville Unv webpage/ Payroll Services/Additional Student Payroll Documents & Instructions/ Student Job

Dept Cost Center is the 10-digit number for your department

Federal Work Study CC # is only completed by this particular department or Library department

Hourly Rate starting rate for the position

Email completed form to Debbie Lutz and/or Jacquelyn Troyer (do not give to Student)