KANSAS STATE UNIVERSITY College of Arts and Sciences

Student Hire Request Form

Date Requested: _____

Department: _____

Requestor: _____

Student Name: _____

Student Email Address: _____@ksu.edu

Hourly Rate: $_____

Proposed Start Date*: _____

End Date^: _____

Account # / Source Code: _____

Supervisor: _____

Department Head
Signature and Date: _____

*Actual start date will be determined based on when student completes the paperwork with us and the constraints within the current pay period

^If there is an specific end date, please include that information (ex. graduating, project ending, etc).

Please Note: A student employee CANNOT work prior to their paperwork being completed with HR.

We will contact the student within one day of receipt of this completed form notifying them of the documents they need to have and to schedule an appointment to meet.

email completed form to ASHumanResources@ksu.edu

HR use

Date form received: _____

Date student contacted: _____

Date student completed paperwork: _____

Position Number assigned: _____

eTime instructions given: _____

email to supervisor: _____