

Shared Services Student Hire Request Form

**Student Hire Request Form**

Date Requested: \_\_\_\_\_

Department: \_\_\_\_\_

Requestor: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

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 SSC-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 [hrscas@ksu.edu](mailto:hrscas@ksu.edu)**

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SSC-HR use

Date form received: \_\_\_\_\_

Date student contacted: \_\_\_\_\_

Date student completed  
paperwork: \_\_\_\_\_

Position Number assigned: \_\_\_\_\_

eTime instructions given: \_\_\_\_\_