

STUDENT EMPLOYEE DATA SHEET

Freshman
 Sophomore
 Junior
 Senior
 Graduate

Last Name		First Name		Middle Initial
UID Number		Hous 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>

Division/Department Signature	Extension	Date