# STUDENT EMPLOYEE DATA SHEET

- **Gender:**
  - [ ] Male
  - [ ] Female

- **Marital Status:**
  - [ ] Single
  - [ ] Married

- **Birth Date:**

- **Local Mailing Address**

- **City**

- **State**

- **Zip Code**

- **Email Address**

- **Primary Emergency Contact**

- **Relationship**

- **Contact Phone Number**

- **Ethnicity**
  - [ ] Caucasian
  - [ ] Hispanic
  - [ ] African American
  - [ ] Asian/Pacific Islander
  - [ ] American Indian/Alaskan
  - [ ] Other

- **I am a citizen of the United States.**
- **I am a citizen of the.**

- **Name of Country**

- **Visa Type**

- **Visa Expiration Date**

- **Student Signature**

- **Date**

## Assignment Information

- **Start Date:**
- **End Date:**
- **Supervisor:** Beth Larranaga

## Organization Name

- **Dean's Office (Tutor)**

- **Organization Code:** SD01

- **Are you currently working for any other Campus department(s)?**
  - [ ] Yes
  - [ ] No

## Job Classification

### Undergraduate Assignments

- [ ] B100 - Undergraduate General Work
- [ ] B300 - Undergraduate Technical Work
- [ ] B600 - Undergraduate Teaching Assistant
- [ ] B900 - Student House Waiter
  (House Name: ____________________)

### Graduate Assignments

- [ ] B200 - Graduate General Work
- [ ] B400 - Graduate Technical Work
- [ ] B450 - Graduate Lab Assistant
- [ ] B500 - Graduate Research Assistant
- [ ] B700 - Graduate Teaching Assistant

### Other Assignments

- [ ] B250 - Resident Associate

## Payroll:

- **Pay Rate:** ____________

- **Regular Schedule:**
  - [ ] Yes
  - [ ] No

- **Hours/week:** Varies

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- **Pay Rate:**

- **Regular Schedule:**
  - [ ] Yes
  - [ ] No

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- **Regular Schedule:**
  - [ ] Yes
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- **Pay Rate:**

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  - [ ] Yes
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- **Pay Rate:**

- **Regular Schedule:**
  - [ ] Yes
  - [ ] No

- **Hours/week:** Varies

- **PTA:** SAO.TUTORS-1.1-GB.SAO

- **Student non-benefit less than 20 hours per week**

- **Expenditure Type:** SALARY

- **Timecard Approver:** Beth Larranaga

## Division/Department

- **Signature**

- **Extension**

- **Date**

## Division/Department

- **Signature**

- **Extension**

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