

\*This form is for hiring only – once employed, personnel changes should be submitted via Manager Self Service (MSS)



**KENNESAW STATE UNIVERSITY**

### Student Employment Hiring Form (SEHF)

Please complete all required fields (\*). If you do not know the applicable "Empl ID" or "Position #", you may find it by performing a search at the following link: [Position Inquiry Report](#)

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

\*Student Email: \_\_\_\_\_

\*Student Phone Number: \_\_\_\_\_

\*KSU NetID: \_\_\_\_\_ \*KSU ID #: \_\_\_\_\_

Handshake #: \_\_\_\_\_ Position #: \_\_\_\_\_

\*Home Department: \_\_\_\_\_

\*Dept. ID: \_\_\_\_\_

\*Employee Type: \_\_\_\_\_

\*Mail Drop: \_\_\_\_\_

\*Requested Effective Date: \_\_\_\_\_

\*Location: \_\_\_\_\_

(Effective Date will be determined by HR based on paperwork completion and [payroll dates](#))

#### Section A. Position Information

\*Reports To Name: \_\_\_\_\_

\*Reports To Position # (from OneUSG): \_\_\_\_\_

\*Time Approver Name: \_\_\_\_\_

\*Time Approver Empl ID# (from OneUSG): \_\_\_\_\_

\*Pay Rate: \_\_\_\_\_  Hourly (for SA, FWS, SALT)

Monthly Stipend (for GRA, GTA)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\*Background Checks Needed:  None  Criminal  Credit  MVR (If position has access to children, is a position of trust, or requires after-hours access, pre-employment screening is required.)

Job Code: \_\_\_\_\_

\*Will the student assistant drive a KSU vehicle (including golf carts) for university business as a part of their regularly assigned job duties? YES NO

\*Will the student assistant be using power tools for university business as a part of their regularly assigned job duties? YES NO

\*Use this space to provide a brief description of work to be performed:

#### Section B. Position Funding

\*Select Funding Type: \_\_\_\_\_

Combo Code \_\_\_\_\_

% of Pay \_\_\_\_\_

If "Split Funded" or "Other Funded" is selected, please list applicable Combo Codes and the corresponding value for percent of pay.

#### Section C. Approvals

\*Hiring Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Dept. Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FWS/Grants(if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For **Student Assistant**, send completed form to [hirstudentemployment@kennesaw.edu](mailto:hirstudentemployment@kennesaw.edu).

For **Federal Work Study**, send completed form to [fws@kennesaw.edu](mailto:fws@kennesaw.edu).

For **GRA/GTA/GPA**, send completed form to [gradassistantships@kennesaw.edu](mailto:gradassistantships@kennesaw.edu)