



STUDENT HIRING REQUEST (Form #1)

ALL students MUST be in active student status at Cheyney University
Please contact us at 610 399 2058 or hr@cheyney.edu if you have questions!

The Office of Human Resources assists departments with hiring non-work study students and tracking work hours to facilitate the student payroll process. This **Student Hiring Request** is required to hire non-work study students. To ensure that student payroll is processed in a timely manner, Steps 1, 2 and 3 must be completed **BEFORE** students begin employment. Please note that it is against university policy for students to begin employment before the hiring process is completed. A new form must be completed for each student for each semester or period of employment.

STEP 1: Departmental Approval - This section must be completed and signed by the person who is submitting this Request

A position description been developed, approved by Office of Human Resources AND is attached. Yes No

Requestor: _____ Date: _____
(Name and Title of person hiring the student)

Position to be filled: _____ Department _____

Student Name: _____ Student Employee Data Form(s) attached: Yes No

Start Date: _____ End Date: _____ # hours weekly: _____ \$ per hour: _____

Requestor _____ Date _____
(Signature)

Department Manager OR Dean OR Area VP _____ Date _____
(Signature)

President (if Required) _____ Date _____
(Signature)

STEP 2: Budgetary and University Approval

Funding Source: _____ Grant name or Account # _____

Grant Manager: Yes No _____ Date _____
(Signature)

Budget Office: Yes No _____ Date _____
(Signature)

VP of Finance & Administration: Yes No _____ Date _____
(Signature)

STEP 3: For use by the Office of Human Resources/ Payroll

- Position description, student data form and all required signatures. Yes No _____ Date _____
- Employment letter completed by HR. Yes No _____ Date _____
- Student contacted regarding employment and documents. Yes No _____ Date _____

SOME DOCUMENTS AVAILABLE ONLINE FROM THE OFFICE OF HUMAN RESOURCES

I9 (Print page #4 only) <input type="checkbox"/>	Direct Deposit Form <input type="checkbox"/>
W4 Form for tax withholding <input type="checkbox"/>	Student Employment Guide <input type="checkbox"/>
Employment Letter <input type="checkbox"/>	Student will return signature page of Student Employment Guide to hiring Supervisors.

Requestor advised by HR that paper work is complete. _____ Date _____
(Human Resources Signature)