



Student **E**mployment **C**enter
 Department of Human Resources
 1104 Rosenwald Building
 912-478-7159

Georgia Southern University

STUDENT EMPLOYEE HIRING FORM

STUDENT EMPLOYEE PROFILE

Student Employee Name: _____ **Eagle ID #:** _____
Date: _____ **Dept. Contact Name:** _____ **Phone #:** _____

EMPLOYMENT INFORMATION

Department ID #: _____ **Position #:** _____
 New Hire: Job Title: _____ **Department Name:** _____
 Rehire: Anticipated Start Date: _____ Background Investigation Required? Yes No
 Work-Study: Work-study Authorization form copy attached: Yes No **(Note: for work-study, form must be attached)**
 Hired at Salary: \$ _____ Per hour **Notes:** _____

PREVIOUS UNIVERSITY EMPLOYMENT HISTORY

Please list positions currently or previously held with the University as a student employee

Dept: _____ Dept: _____
 Position: _____ Position: _____

IN-PROCESSING INFORMATION FOR STUDENT

The Student Employee must bring this form with them to an in-processing session in the Human Resources Office.

In-processing sessions are held on the following days at the same time each week.
Students must arrive prior to 15 minutes before the end of the session to be admitted.

Monday	8:00 a.m. until 9:00 a.m.
Tuesday	8:00 a.m. until 10:00 a.m.
Wednesday	12:00 p.m. until 5:00 p.m.
Thursday	3:30 p.m. until 4:30 p.m.
Friday	9:00 a.m. until 10:00 a.m.

It is **required** that the student employee bring their drivers license and social security card to fill out the payroll paperwork. Additionally, if they are an international student they should bring the I-20 form, VISA and passport information. Failure to provide HR with one or more of the above stated documents may prevent the student from being placed on payroll as quickly as desired or at all.