SAMPLE Fall 2024 GPA HR Hiring Form

*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:** _____

Select GPA from drop down
*Employee Type: _____   ***Mail Drop:** _____
Select Kennesaw or Marietta from drop down

*Requested Effective Date: _____   ***Location:** _____
(Effective Date will be determined by HR based on paperwork completion and payroll dates)

Section A. Position Information   *** Not KSU ID

*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)

You MUST select a Background Check Option   **Start Date:** _____   **End Date:** _____

*Background Checks Needed: ☐ **None** ☐ **Criminal** ☐ **Credit** ☐ **MVR**   or 5/31/2025 if through Spring

Job Code: _Leave Blank_

*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**

You MUST select one

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

Section B. Position Funding

You MUST select from this drop down

For Grad College funded positions use: 430001049220 in Combo Code box below.

*Select Funding Type: _____

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

Combo Code	% of Pay
Use full Combo Code here - example: 4300010xxxxx	

Section C. Approvals

*Hiring Manager: _____ Signature: _____ Date: _____

*Dept. Manager: _____ Signature: _____ Date: _____

Business Manager: _____ Signature: _____ Date: _____

FWS/Grants(if applicable): _____ Signature: _____ Date: _____

Send completed form to gradcollegeforms@kennesaw.edu only, along with the Hiring Contract. Do not send paperwork anywhere else, only to gradcollegeforms@kennesaw.edu. Thank you!

Rev. 2/16/2024