

SAMPLE Fall 2024 GRA/GTA 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: _____

*KSU NetID: _____ *KSU ID #: _____

*Home Department: _____
Select GRA or GTA from drop down

*Employee Type: _____

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

*Student Phone Number: _____

Handshake #: _____ Position #: _____

*Dept. ID: _____

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

*Location: _____

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

*Background Checks Needed: None Criminal Credit MVR

Start Date: _____ End Date: _____

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!