SUMMER 2020 ONLY

*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 "Emp ID" or "Position #", you may find it by performing a search at the following link: Position Inquiry Report

*Student Name: Enter Students Name

*Student Email: Enter Student's Campus Email address

*KSU NetID: Student's NetID, *KSU ID #: Student's KSU ID #

*Home Department: Enter Faculty Member's Home Department

*Employee Type: Use drop down to select GRA or GTA.

Requested Effective Date: 6/1/2020

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

Section A. Position Information

*Reports To Name: Enter Actual Supervising Faculty Name

*Time Approver Name: Enter person that will approve student's time

*Pay Rate: Enter MONTHLY Stipend $  Hourly (for SA, FWS, SALT)  Monthly Stipend (for GRA, GTA)

*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.)

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

Enter "See Contract" here.

You must select from drop down list below.

Section B. Position Funding

*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

Section C. Approvals

*Hiring Manager: Faculty member supervising student name here  Signature: Date:

*Dept. Manager: Department Chair name here  Signature: Date:

Business Manager: optional  Signature: Date:

FWS/Grants(if applicable): Only if stipend funded on a grant  Signature: Date:

Section D. To Be Completed by Budget/HR Only

Budget Name: __________________________ Signature: __________________________ Date:

Date Received: __________________________ Budget Reference Number: __________________________ Funding Verified: □ Yes

Class & Comp By: __________________________ Date:

Data Entry By: __________________________ Date:

Submit form to HR@kennesaw.edu once completely filled out and all approvals have signed. Rev 9/17/2019