

# SAMPLE Summer 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 7/31/2024  
if through July

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](mailto:gradcollegeforms@kennesaw.edu) only, along with the Hiring Contract. Do not send paperwork anywhere else, only to [gradcollegeforms@kennesaw.edu](mailto:gradcollegeforms@kennesaw.edu). Thank you!**