

SNRE Student Hire Request Form

Email completed form to bizsnre@cals.arizona.edu

| | |
|------------------------|------------------------|
| Employee Name | Employee ID/Student ID |
| | |
| Personal Email Address | Cell Phone |
| | |

Position Requirements (If Applicable)

- Work study (please attach Work Study Auth Form)
- Driving UA vehicle*
- Driving a Personal vehicle (complete personal vehicle use form)
- Student will be working with living/deceased animals/animal byproducts
- Student working out of state

*Please note that if student will be operating a UA vehicle, they are required to complete Defensive Driving via EDGE Learning and have their Driver's License registered. Must have a current Arizona Driver's License for at minimum 39 months. **If student does not meet this requirement, notify the Business Office** For details and rate of the Motor Vehicle Record check please click [here](#).

Student Wages

- Group B \$13.85-\$15.50
- Group C \$13.85-\$22.50
- Group D \$13.85-\$28.00

| Units | Allowable FTE |
|-------------------|---|
| 6+ Units/Semester | Can work up to 25 hrs/wk (J-1, F-1 no more than 20 hrs/wk) during school year and 35 hours during |
| <6 Units/Semester | Not eligible for student employment, can hire as staff. |

| | | | | | |
|------------|--|-----|--|----|--|
| US Citizen | | Yes | | No | |
|------------|--|-----|--|----|--|

If Not US Citizen

| | | | | |
|--------------|-------------|----|---------------------------|--|
| Visa Country | | or | Permanent Resident Status | |
| | | | | |
| Visa Type | Visa Status | | Visa Expiration | |
| | | | | |

| | | |
|----------------|------------|--------------------------|
| Employee Title | Start Date | End Date (If Applicable) |
|----------------|------------|--------------------------|

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|----------------------|---------------|
| Immediate Supervisor | Time Approver |
| | |

| | | |
|----------------------|----------|----------------------------------|
| Estimated Hours/Week | Pay Rate | Maximum Earnings (If Applicable) |
| | | |

| Account Number(s) | Percent Distribution |
|-------------------|----------------------|
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| | |
| | |

Position Description/Work Location/Comments

ADMINISTRATIVE USE

PCN

Transaction Type

Transaction Number

| Transaction Type | Transaction Number |
|------------------|--------------------|
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