



# Student Employment Profile Sheet

 New Hire  Rehire Reorg  2nd job**EMPLOYEE INFORMATION: To be completed by the student. (must be typed)**

NAME (LN, FN, MI): \_\_\_\_\_

Are you a US Citizen? \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_ IUP EMAIL: \_\_\_\_\_

BANNER ID: \_\_\_\_\_ ENROLLMENT LEVEL: \_\_\_\_\_

Is this a second on-campus job? \_\_\_\_\_ If you are a returning student employee, do you wish to continue depositing your paycheck into the same account? \_\_\_\_\_

Please enter the number of credits planned for each semester.	FALL:		SPRING:		
	PRE-SUMMER:		SUMMER I:		SUMMER II:

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**JOB INFORMATION: To be completed by the Supervisor. (must be typed)**

Start Date: \_\_\_\_\_ Position Type: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Cost Center: \_\_\_\_\_ Department: \_\_\_\_\_

Time Sheet Org Code (TSO): \_\_\_\_\_ Work Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ONBOARDING USE ONLY**

BGC applications:	<input type="checkbox"/> ePatch	<input type="checkbox"/> CA	<input type="checkbox"/> FP	
NEOGOV forms completed:	<input type="checkbox"/> I-9	<input type="checkbox"/> Res Cert	<input type="checkbox"/> W4	<input type="checkbox"/> DD <input type="checkbox"/> LST
SWSP app provided?	<input type="checkbox"/> YES (UE)		<input type="checkbox"/> NO (NRA, CA, RA, TA, non-PA resident)	
Is this student eligible for FWS?	<input type="radio"/> YES	<input type="radio"/> NO		
Date Received	<input type="text"/>	Received By	<input type="text"/>	File Zipped <input type="text"/>

**FOR PAYROLL USE ONLY**

PERNR	<input type="text"/>	Position#:	<input type="text"/>
INPUT DATE:	<input type="text"/>	PAY DATE:	<input type="text"/>
		INITIALS:	<input type="text"/>