Print Form

Office of Human Resources

Angelo State University
Student and Temporary/Casual Employment Form

Print on blue paper. Complete all fields to avoid delays. Form must be submitted and approved by the Office of Human Resources *prior* to the employee's hire date.

Newly hired Student and Temporary/Casual employees must visit the Office of Human Resources no later than their first day of employment to complete the required employment paperwork. Failure to complete this paperwork will result in termination of their employment. Prior to the first day of employment, newly hired employees should be advised to read and follow the instructions provided on the Human Resources web site (http://www.angelo.edu/dept/human_resources/), under the Welcome, New Employees link.

Hiring Department: _____ Fax No: _____

Type of Position: (Check one)
- ☐ Temporary/Casual
- ☐ Student Assistant
- ☐ Work Study Has the work study been approved through the Financial Aid Office? ☐ Yes ☐ No

Name: _____ (Last) _____ (First) _____ (Middle) Suffix: _____ Prefix: _____

CID: _____ Contact Phone No: _____ Email: _____

Home Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Job Title (Temp/Casual Only): _____

Brief Work Description: _____

Pay Grade (Students Only): _____ Hourly Pay Rate: _____ Work Hours Per Week (estimated): _____

Effective Dates of Employment: from: _____ to: _____

Enter Name(s) of Web Time Entry Approver(s)- (List multiple approvers if applicable):

1. _____ 2. _____ 3. _____

FUNDING INFORMATION:

Account Name	Account Number	Position Number	PCA No. (Payroll Use Only)

APPROVED BY:

Department Head: _____ Date: _____

Dean or Administrative Head: _____ Date: _____

Director of Human Resources: _____ Date: _____

FOR HR USE ONLY: Current Employee ☐ Yes ☐ No Department: _____ Job Title: _____

Background Check Required: ☐ Yes ☐ No Background Check Completed: ☐ Yes ☐ No