

SNRE Student Hire Request Form

Submit completed form to Smartsheets: <https://nature.arizona.edu/biz-request>

Employee Name <input style="width: 95%;" type="text"/>	Employee ID/Student ID <input style="width: 95%;" type="text"/>
Personal Email Address <input style="width: 95%;" type="text"/>	Cell Phone <input style="width: 95%;" type="text"/>

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.

Students must have a current Arizona Driver's License for at minimum 39 months. If student does not meet this requirement, notify the Business Office

Student Wages

- Group B \$14.50-\$15.50
- Group C \$14.50-\$22.50
- Group D \$14.50-\$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
Immediate Supervisor	Time Approver	
Estimated Hours/Week	Pay Rate	Maximum Earnings (If Applicable)
Account Number(s)	Percent Distribution	

Position Description/Work Location/Comments

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ADMINISTRATIVE USE	
	PCN
Transaction Type	Transaction Number