

Student Hire Request

Empl ID:	Empl Record:	Employee Type:			
Name: (Last, First, Middle)					
Job Code:	Job Begin Date:	Job End Date:			
Dept Name:	Dept #:	Pay Group:			
Campus:	Location:	Tax Location:			
Hourly Rate:	Salary:	Annualized Rate:			
Supv Name:				Supv Empl ID:	
Full Address (If New Hire):					
Standard Hours:	Full-Time/Part-Time:	Last 4 of SSN:			
Marital Status:	Gender:	Education:			
Home Phone:	USC Email:				
Has the I9 been completed in I9 Advantage? Yes No					
Accounting Information					
Operating Unit					
Department					
Fund					
Account					
Class					
Project					
Proj. Costings Bus Unit					
Cost Share					
Amount/% if Hourly					
Signatures (Please Route to Appropriate Area if Applicable)					
Department:					Date:
Graduate School:					Date:
Financial Aid:					Date:
HR Ops/Services:					Date: