



Student Hire Request

Student Information					
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: