STUDENT HIRE/CHANGE FORM INSTRUCTIONS

The Student Hire/Change form is used for the creation of and changes to the employee job record (NBAJOBS) for PSU student employees. Initiation of the form is the employing department’s responsibility. Prior to hiring a student employee you should verify their work eligibility at PSU by viewing their HRC employment pre-authorization sticker on their ID card. If they do not have a sticker please send them to HRC to complete their employment forms. Also verify at this time their status as a student. Students need to be enrolled for 6 undergraduate or 5 graduate credit hours to be eligible for student employment.

NEW HIRE: The following require an employee to be treated as a New Hire:

1. The employee is to be paid under a new organization or department that they are not currently hired for.
2. The rehire of a FWSP employee for the current academic and financial aid award year (beginning 6/16/--). Regular wage hires need not be renewed each year.
3. Changing your student’s employment from Regular Wage to FWSP or FWSP to Regular Wage.

NEW HIRE INSTRUCTIONS: The employing department or agency must complete the pertinent boxes of the Hire/Change form. These include Name, SSN, Major Org Code, Major Org Title, Home Address, Home Phone.

Complete the appropriate box: Workstudy Hire/Rehire AND/OR Regular Wage Hire/Rehire. Indicate hire date, position number, and labor distribution index. If termination date is known this may be completed as well. Note that FWSP new hires and rehires are automatically termed as of 6/15/-- (end of the financial aid award year). All FWSP hires require the student’s signature approval authorizing your department to charge their FWSP award.

Complete the Employer Instructions box verifying the student’s enrollment. Obtain the department head/director’s signature and indicate the contact person for your department.

Any special circumstances or situations should be noted under the Remarks box.

CHANGES: (to existing employee job record)

Pay Rate Change: Change rate of pay directly on the student’s timesheet. Rate of pay is not part of the job record. It is taken directly from the timesheet.

Labor Distribution Change (same department): Complete the Labor Distribution Change box on the Student Hire/Change form.

New Organization Code (hire to new department): This is considered a new hire. Refer to new hire instructions above.

Termination: Complete the entire form indicating the termination date in the Hire/Rehire box.

Address Change: You may submit student address changes on this form and sign it. Students may also submit address changes directly to HRC.

All Other Changes: Complete the form as appropriate, indicating changes as needed.

Please submit the Student Hire/Change form to the appropriate office as indicated above.

- If FWSP hire or termination, return to Financial Aid Office, 176 NH
- If Regular Wage, return to HRC, 302 USB
- If Community Service position, route to Career Center at PSU