



For Career Center Use Only

CODE _____

TJohnston _____

Payroll _____

STUDENT HIRING FORM

Student Temporary Employment



BEFORE A STUDENT STARTS WORKING

ALL COMPLETED PAPERWORK INCLUDING AN APPROVED STUDENT HIRING FORM AND A NEW HIRE PACKET COMPLETED BY THE STUDENT EMPLOYEE MUST BE RETURNED TO THE CAREER CENTER AND PROCESSED Questions? Contact Tina Johnston, tmj@niagara.edu, 716-286-8530

Department _____

Supervisor _____

Supervisor Email _____

Applicant Name _____ Applicant Student ID# _____

Position Title _____

Duration of Employment _____ to _____ Salary _____/ hour or stipend

Account to be charged _____ (Must be completed or the form will be returned)

Qualifications _____

First Date of Employment _____

(Must be the actual first date of employment for E-Verify compliance)

Supervisor/Department Head _____ Date _____

Controller's Office Approval _____ Date _____

Email this completed form to Elizabeth McCarthy, emccarthy@niagara.edu

The Controller's Office will forward completed form to the Career Center