



*All requests must be accompanied by an updated job description, along with the names and contact information of the new hire. On page 2 you will find the template you should complete and submit with this RTH.*

*\*The new hire employees may not work until all documents have been submitted through the ADP Onboarding Portal and i-9 verifications have been approved through Human Resources. The start date will be determined after approval. \**

### Position Details

Position Title: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_

Duration of Assignment: \_\_\_\_\_ Days    Weeks    Months

Rationale for Student Worker Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hiring Supervisor Signature: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Department Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Please check one of the following:

Graduate Assistant

Student Worker

### Approvals

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Vice President for HR: \_\_\_\_\_ Date: \_\_\_\_\_

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

### New Hire Contact Information

