

College of Architecture Student Worker Employment Sheet

All blanks must be completed before the Business Office will accept this form. Signatures are required. This form must be received **before** the employee starts work. Forms must be properly dated. Employee should come by the Business Office to fill out required Payroll paperwork. **The awarding of this position is contingent upon the successful completion of a criminal background check as required by TAMU Regulation 33.99.14.** International students **cannot** begin work until approval has been granted from International Student Services (ISS). When an employee terminates employment, a memo must be sent to the Business Office requesting removal of the employee from Payroll.

Name _____

Classification:

___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Grad Student

Begin Employment Date _____

Rate of Pay Per Hour _____

Account Name _____ **Account Number** _____

Job Title _____

Job Description _____

Hiring Supervisor Name & Title _____

Hiring Supervisor Signature _____

Department Head Signature _____

Department Head ONLY

Student Worker E-mail _____

Student Worker Phone # _____