

*This form is for hiring only – once employed, personnel changes should be submitted via Manager Self Service (MSS)



KENNESAW STATE UNIVERSITY

Student Employment Hiring Form (SEHF)

Please complete all required fields (*). If you do not know the applicable "Empl ID" or "Position #", you may find it by performing a search at the following link: [Position Inquiry Report](#)

*Student Name: _____

*Student Email: _____

*Student Phone Number: _____

*KSU NetID: _____ *KSU ID #: _____

Handshake #: _____ Position #: _____

*Home Department: _____

*Dept. ID: _____

*Employee Type: _____

*Mail Drop: _____

*Requested Effective Date: _____

*Location: _____

(Effective Date will be determined by HR based on paperwork completion and [payroll dates](#))

Section A. Position Information

*Reports To Name: _____

*Reports To Position # (from OneUSG): _____

*Time Approver Name: _____

*Time Approver Empl ID# (from OneUSG): _____

*Pay Rate: _____ Hourly (for SA, FWS, SALT) Monthly Stipend (for GRA, GTA)
Start Date: _____ End Date: _____

*Background Checks Needed: None Criminal Credit MVR
(If position has access to children, is a position of trust, or requires after-hours access, pre-employment screening is required.)

Job Code (if applicable, leave blank if unknown): _____ (must provide description below if unknown)

*Use this space to provide a brief description of work to be performed:

Section B. Position Funding

*Select Funding Type: _____

If "Split Funded" or "Other Funded" is selected, please list applicable Combo Codes and the corresponding value for percent of pay.

Combo Code	% of Pay

Section C. Approvals

*Hiring Manager: _____ Signature: _____ Date: _____

*Dept. Manager: _____ Signature: _____ Date: _____

Business Manager: _____ Signature: _____ Date: _____

FWS/Grants(if applicable): _____ Signature: _____ Date: _____

Section D. To Be Completed by Budget/HR Only

Budget Name: _____ Signature: _____ Date: _____

Date Received: _____ Budget Reference Number: _____ Funding Verified: Yes

Class & Comp By: _____ Date: _____

Data Entry By: _____ Date: _____

For GRA/GTA, send completed form to gradcollegeforms@kennesaw.edu.

For Student Assistant/Federal Work Study, send completed form to HR@kennesaw.edu.