**Nuclear Engineering and Radiation Science**

**Request to Hire / Rehire / Terminate Student**

**According to federal guidelines, employees must not begin working prior to completing hiring paperwork.**

This form must be completed and submitted to the department admin to begin the process to hire a student. You and the student will be notified when the student is eligible to begin working.

Please complete the form below electronically.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Appointment type** | | Hourly Appointment | | |  |  | |
| **Student Last Name:** | | Wagner | | | **Student First Name:** | Sydney | |
| **Student ID:** | | 12580702 | | | **Date of Request:** | 7/12/2024 | |
| **Student Degree Level:** | | Bachelor's | | | **Student Advisor:** | Ethan Taber | |
| **Work Begin Date:** | | 8/11/2024 | | | **Work End Date:** | Click here to enter a date. | |
| **Position 1 Title Requested (select one):** | | Student Technical Assistant | | | **Appointment (select one):** | Change in FTE | |
| **Work Hours and FTE Per Week Requested:** | | 20 hrs = 50% FTE | | | **Pay Cycle (check one):** | Bi-Weekly | |
| **Rate of Pay:** | | Hourly (Explanation Needed in Comments section ) | | | **MoCode(s) to Charge Pay:** | R0241 | |
| **Position 2 Title Requested (select one):** | | Title | | | **Appointment (select one):** | Choose an item. | |
| **Work Hours and FTE Per Week Requested:** | | Choose an item. | | | **Pay Cycle (check one):** | Choose an item. | |
| **Rate of Pay:** | | Hrly or Mthly Rate | | | **MoCode(s) to Charge Pay:** | MoCode | |
| **Tuition Waiver Information** | | | | | | | |
| **Pay Tuition and / or Fees:** | | Choose an item. | | | **MoCode(s) to Charge Tuition and / or Fees:** | MoCode | |
| **Pay Tuition and / or Fees beyond Grad Waivers:** | | Choose an item. | | | **MoCode(s) to Charge Tuition and / or Fees:** | MoCode | |
|  | |  | | |  |  | |
| **Comments / Explanations needed:** | | Change in FTE to 50%, $13/hr. – AY2024-2025 | | | | | |
|  | |  | | | | | |
|  | | **Requested By:** | Angelica Hendrix, OSA IV NERSA black and white text  Description automatically generated | | |
|  | | **Graduate Coordinator Approval (GTA):** |  | | |
|  | | **Student Supervisor Approval:** |  | | |