**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:**  |  |