**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.

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| --- | --- | --- | --- |
| **Appointment type** | Choose an item. |  |  |
| **Student Last Name:** | Enter last name | **Student First Name:** | Enter first name. |
| **Student ID:** | 8-Digit ID | **Date of Request:** | Click here to enter a date. |
| **Student Degree Level:**  | Level | **Student Advisor:** | Choose an item. |
| **Work Begin Date:** | Click here to enter a date. | **Work End Date:** | Click here to enter a date. |
| **Position 1 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 |
| **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 Dedicated Fees (Health/Activity/Grad Councill Fee):** | Choose an item. | **MoCode(s) to Charge Dedicated Fees:**  | MoCode |
| **Pay Insurance:** | Choose an item. | **MoCode(s) to Charge Insurance:** | MoCode |
|  |  |  |  |
| **Comments / Explanations needed:** | Type comments here. If teaching / grading, type in course (ie: NucEng 1105) |
|  |  |
|  | **Graduate Coordinator Approval (GTA):**  |  |
|  | **Student Supervisor Approval (Hourly/GRA):**  |  |