**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** | | | 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):** | | |  | |