Georgia State University | PERIMETER COLLEGE

Perimeter College Student Assistant/Work Study Hire Request Form

<mark>**COMPLETE AND SUBMIT TO THE DEPARTMENT'S BUSINESS MANAGER**</mark>

☐New Hire OR ☐Rehire

☐Student Assistant OR ☐Work-study Student

ePAF #: _____ (TO BE COMPLETED BY DEPARTMENT BUSINESS MANAGER)

First Name: _____ Last Name: _____

Panther #: _____ e-Mail Address: _____

Department Name: _____ Department #: G19_____

eTime Approver: _____ Supervisor: _____

Speedtype: _____ Rate of Pay: $____/hour Anticipated Start Date: _____

Is the student employed in another department? ☐ YES ☐ NO

If YES, please indicate the name of the department: _____

Please submit the following documents with the information above:
1. Copy of the Student's Panther ID
2. Copy of the Letter of Award (Work-study Students only)
3. Copy of the Orange Receipt from HR (new student only)

Note to Supervisors:
1. This form must be submitted for each student employee each semester.
2. Please contact your department's business manager to confirm an ePAF has been submitted to ensure timely payments to students
3. Students cannot work until a hire packet and i9 are completed
4. All timesheets must be submitted to the department's business manager. Please do not submit these directly to PC HR or Central HR
5. All paper timesheets must be accompanied by a letter of justification
6. Timesheets should not be submitted for students that are in ADP
7. All Work-study students are automatically terminated at the end of the fiscal year.

Resources: http://sfs.gsu.edu/loans-work-study/student-employment/