



Student Hire Employment Input Form

If any information is left blank the hire will not be approved or processed

PSU Student ID or USNH ID (9 digits):			
Last name:			
First name:			
Middle Initial:			
PSU email:			
HUB Suite Box :			

Payroll type : (place "X" to select type):	Hourly:		Work Study: (must have aid award)
Student start date (mm/dd/yr):		Student end date (mm/dd/yr):	
Hourly pay rate:	\$		
Timesheet Org		FTE Calculation	
Org Cluster/Unit:			
Hiring Supervisor			
Job Title:			
Position Classification:			
Funding Source(s):			
Program(s) to be supported (if applicable):			
Activity(s) to be supported (if applicable):			

Will this employee be working out of the state of New Hampshire in this position?	YES	NO	If yes, please contact HR with the location and address.
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Student Signature: _____	Date: _____
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*A copy of this signed form must be provided to the student.

For Finance Use:							
	FUND	ORG	ACCOUNT	PROGRAM	ACTIVTY	LOCATION	Percentage
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Comment/Note:	
FSC Approval	Date: