Clear Form

UNIVERSITY OF GEORGIA LIBRARIES
STUDENT EMPLOYEE INFORMATION FORM
(See http://www.libs.uga.edu/staff/studentproc.html for guidelines and information)

NAME: _____ _____ _____ SS#: _____
(Last) *(First)* *(M.I.)*

DEPT. NAME: _____ DEPT. PHONE: _____ EFFECTIVE DATE: _____

PERMT. ADDRESS: _____

E-MAIL ADDRESS: _____ PHONE: _____

SEX: _____ RACE: _____ MARITAL STATUS: _____

DATE OF BIRTH: _____ CITIZEN/COUNTRY: _____ VISA TYPE: _____

☐ Never employed at UGA ☐ Enrolled in classes ☐ Not enrolled in classes

☐ Currently employed in another department at UGA? Other department name: _____

☐ Previously employed at UGA? If so, list job ending date (mm/dd/yr) & employing department _____

PERSONNEL ACTION TO BE TAKEN:

☐ Employment ☐ Termination ☐ Re-employment of previous Libraries' student assistant

☐ Change from classification type: _____ to _____

☐ Change status from **LBCLR** to **STUWK**
(STUWK = enrolled full-time & working 20 hours or less per week; complete necessary forms)

☐ Change status from **STUWK** to **LBCLR**
(LBCLR = not enrolled full-time; 6-month maximum in this status; complete necessary forms)

HOURLY RATE OF PAY:

	Min. hourly base rate is listed; individual hourly rate may be higher based on longevity	FY10 Hourly Base Rate	Hourly Rate (if more than Base Rate)	Special Hours Rate*
☐ **Regular** Student	= Base rate (minimum wage)	$7.25		$10.00
☐ **Senior** Student	= Base rate + $.50	$7.75		$11.00
☐ **Regular Security** Student	= Base rate + $.50	$7.75		$10.00
☐ **Senior Security** Student	= Security base rate+ 1.00	$8.75		$11.00
☐ **Special** Student **				$11.00

* Special Hours are defined as time worked when building(s) is closed or when work is **required** outside the normal work schedule expectations.

** Special Student rate is reserved to compensate for unusual or hard to find skill sets or competencies, physical demands or other unique job requirements. (Department Head and HR approval required)

ACCOUNT NUMBER:

☐ 10-41-GT265-000 (Libraries) ☐ 10-41-RT-265-118 (Russell) ☐ 10-41-GT265-012 (Galileo)
☐ 10-41-GT265-005 (Security) ☐ 10-41-GT265-015 (MLC) ☐ Other: _____

REMARKS:

Supervisor/Department Head Name (Print)	Supervisor/Department Head Signature	Date

For paycheck to be processed, this form must be routed to Lucille Davis (2-0660), Main Library Rm. 227, by Monday of the week timesheets are submitted. (Rev. 06/09)