



**UNIVERSITY OF GEORGIA LIBRARIES
STUDENT EMPLOYEE INFORMATION FORM**

(See <http://www.libs.uga.edu/staff/studentproc.html> for guidelines and information)

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

DEPT. NAME: DEPT. PHONE: EFFECTIVE DATE:

CANS #:

PERMT. ADDRESS:

UGA USER ID (UGA 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** Change status from **STUWK** to **LBCLR**
(STUWK = enrolled full-time & working 20 hours or less per week; complete necessary forms) *(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*
<input type="checkbox"/> Regular Student	= Base rate (minimum wage)	\$7.25		\$10.00
<input type="checkbox"/> Senior Student	= Base rate + \$.50	\$7.75		\$11.00
<input type="checkbox"/> Regular Security Student	= Base rate + \$.50	\$7.75		\$10.00
<input type="checkbox"/> Senior Security Student	= Security base rate+ 1.00	\$8.75		\$11.00
<input type="checkbox"/> 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
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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. 01/10)