

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

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

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

DEPT. NAME: DEPT. PHONE: EFFECTIVE DATE:

CANS/810 or 811#:

PERMT. ADDRESS:

UGA MyID and 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/Resignation Status Change Other (please explain or check appropriate action below – i.e. pay rate change)

BACKGROUND INVESTIGATION **MVR**

PAY GROUP CHANGE TO: (CHECK ONE)

18T -- enrolled at least half-time & working 20 hours or less per work week

18C -- **not** enrolled at least half-time or working more than 20 hours per work week

18W -- Federal Work Study Student employment

CHANGE ACCOUNT NUMBER:

Change account number (please check appropriate account number below or write in special account number

7CA6C7C89:

18151000011007(Libraries) 18151000011008 (Russell) 18151210011001 (SCL)

18151050001001 (Security) 18151150011001 (MLC) Other: _____

HOURLY RATE OF PAY:

	Min. hourly base rate is listed; individual hourly rate may be higher based on longevity	Hourly Base Rate	Hourly Rate (if more than Base Rate)	
<input type="checkbox"/> Regular Student	= Base rate (minimum wage)	\$7.25		
<input type="checkbox"/> Senior Student	= Base rate + \$.50	\$7.75		
<input type="checkbox"/> Regular Security Student	= Base rate + \$.50	\$7.75		
<input type="checkbox"/> Senior Security Student	= Security base rate+ 1.00	\$8.75		
<input type="checkbox"/> Special Student **				
<input type="checkbox"/> Work Study Student	Entry Level Rate	\$8.00	Intermediate Rate	\$ 9.00

* 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)

REMARKS:

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

This form must be received by LibsHR (2-4260), Main Library, 10 days before a new hire's start date. The start date is the "Effective Date" on this form. If new hire has never worked at UGA, please attach initial work schedule.