

EMPLOYEE ACTION FORM FOR NON WORK-STUDY STUDENTS

**Hiring Department**

Complete this form and return it to Human Resource Services, Administration Building, Room 218. Failure to submit this form two weeks prior to the effective date may result in a delay in pay. The employee must report to Human Resource Services on or before the first day of employment for completion of their I-9 form. If the I-9 form is not completed for a new hire prior to the effective date of the appointment, the student must not work.

In order for a BSU student to be hired as a student employee, (s)he must be enrolled at least half-time (currently six (6) credit hours for undergraduates and five (5) credit hours for graduates). Contact Human Resource Services at extension 1616 if you have any questions.

**Student Information**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Telephone No. ( ) \_\_\_\_\_ Employee ID # \_\_\_\_\_

Department: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Effective Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Action:  Appointment
- Salary Change
- Account Change
- Separation

Supervisor's Name: **(Print)** \_\_\_\_\_ Ext: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head / Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with University Policy, students employed by funds administered by the University must be paid at least the current Federal minimum wage (\$5.15) if paid an hourly rate. Refer to the *Student Employment Handbook* available at <http://career.boisestate.edu/SEHandbook-Supervisor.htm>.

**Please return the completed form to  
Human Resource Services, Administration Building, Room 218.  
Photocopy for your department as needed.**