

### Student Employee Information

Full Legal Name:			
SS#:		Grad or Undergrad (Specify):	
Date of Birth:		What year student are you?	
U.S. Citizen (Yes/No):		Work-study Student (Yes/No):	
Veteran Status (Yes/No):		Pay Rate: (HR to complete)	
Ethnic Origin		Start Date: (HR to complete)	
Marital Status		Oracle Employee Number: (HR to complete)	

**Home Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**If working/driving for a laboratory, please specify which lab:** \_\_\_\_\_

**If grading for a course, please specify which course:** \_\_\_\_\_

**PTAO:** (Provided by your supervisor) \_\_\_\_\_

**Name of Direct Supervisor/Professor:** \_\_\_\_\_

Employees must submit their SSTL timesheet by the required due date. Per the Provost policy, student employees can't work more than 20 hours per week from **ALL JOBS** at UVA during the academic year. Student employees can't work more than 40 hours per week from **ALL JOBS** at UVA during the non-academic year (i.e., holiday breaks, summer) unless they have prior supervisor approval and the department human resources generalist has been notified. \_\_\_\_\_ (please initial)

**HR USE ONLY:**

I-9 Online Completed:	
W4 Explained:	
VA-4 Completed & Faxed:	
Selective Service Completed & Faxed (if applicable):	
Employee Self Service Direct Deposit Explained:	
Acknowledgement of Student Wage Policy Explained & Signed	
SSTL Timesheet Process Explained:	
HRMS Entered:	
LD Entered:	
Is PTAO an NSF grant? If yes, email training to student.	
E-mail sent to student & supervisor after assignment established:	
Added to Timecard Distribution List and to Payroll Spreadsheet:	
Work-Study Voucher Faxed (if applicable):	

