

KANSAS STATE UNIVERSITY

APPOINTMENT FORM

Employee Notification-Required SSN Disclosure: Used for tax withholding, record keeping, and government reporting.
Solicited per K.S.A. 76-725.

Unit Leader or Supervisor completes top section

Unit: Academics Bookstore and Mail Center Business Office KELP
 News Media and Marketing Services Publishing Technology University Printing

Student Name: _____

Supervisor/Reports To: _____

Starting Hourly Wage: _____ Account Number: _____

Start Date: _____ Replacing: _____

Should keys be issued to student employee? YES NO

If yes which rooms? _____

Supervisor Signature: _____

Unit Leader Signature: _____

Student completes this section

SSN: _____

K-State eID: _____

WID: _____

Date of Birth: _____

Driver's License Number: _____

Driver's License Exp. Date: _____

Issuing State of Driver's License: _____

Local Address: _____

Apt #: _____

City: _____

County: _____

State: _____

Zip Code: _____

Cellphone: _____

Home Phone: _____

College Work Study (CWSP)? YES NO

Gender: Male Female

Marital Status: Single Married Divorced Widowed

Ethnic Group: White African-American Hispanic or Latino Asian
 Native American Pacific Islander or Native Hawaiian American Indian

Military Status: None Active Reserve Retired Veteran Disabled Veteran

Print home address/phone in campus directory? YES NO

Citizenship Status: Native Naturalized Alien Temp Alien Perm

Visa Type: F1 J1 H1

Procedures for Hiring Student Help

Unit leaders work closely with faculty and staff in hiring undergraduate and graduate student employees. Following is a checklist and information sheet to be used when hiring student employees.

The supervisor should complete this information sheet, attach a copy of the student's application and resume, and submit the completed form to the unit support person or unit leader for funding account assignment and approval.

It is critical that this information sheet and attachments are submitted to the department business office BEFORE a student begins employment. Appointment and payroll papers should be completed before the first day of employment but no later than the first day of employment.

Students must bring the following items with them to be appointed. The student will not be placed on the payroll until all documents are received. This can result in a significant delay in payroll.

- Current picture ID (driver's license **OR** passport)
- Social Security Card or receipt showing card has been applied for
- Deposit slip for paycheck electronic deposit.

International students (in addition to the items listed above)

- Current visa
- Campus work permit from the International Student Center