



Introduction: New Student Employee Form

Purpose

The New Student Employee Form is required to process the student as a student employee in the payroll system. Upon being hired for the first time by FAU, all students must come to Student Employment to complete a sign-in packet. This form will be brought, by the newly hired student, to the Student Employment Office (Building SU 80, Room 266) with the appropriate documentation listed. Once the student employee completes the student employee package, the signed original copy of form is returned to the hiring department by the student.

Academic Information

It is the hiring department's responsibility to ensure student employees are registered and degree seeking at FAU the entire duration of Employment.

Term – Fall (F), Spring (S) or Summer (R) followed by the academic year

Number of Credits – total number of semester credits at FAU

Residency Status:

- A - Alien
- F - Florida Resident
- R - Resident Alien

Classification:

- Freshmen - FR
- Sophomore – SO
- Junior – JR
- Senior – SR
- Master – MST
- Doctoral – DOC

GPA – Grade Point Average. Student employees with a GPA less than 2.0 are requested to provide a letter of authorization from their academic advisors.

Assignment Information

Make sure all this information is filled out. Contact your department's business manager if you have any questions about your departmental codes.

Beginning Date of Assignment - This is the actual date the student starts working. It is extremely important the new student employee is fully processed through E-PAF by both the Student Employment Office and the hiring department before they start working.