



Student Employee Hiring Form

Tax Status

US Citizen

PRA

Other

Handshake Job ID#
Contact Career Ctr. for questions

Dept. Leave Blank

TU Student ID

Rec #

Is Fingerprinting Required for this job?

If "Yes" - Fingerprint Verification Slip is required for processing.

Last Name

Job Type

First Name

Effective Date

Pay Rate (per hour)

Hiring Department Name

Hiring Dept. #

Funding Dept. or Grant #

Departments must verify FWS award amount and that the student has satisfied all requirements by emailing the Financial Aid Office at fws@towson.edu before submitting the form.

Reports To (Supervisor) Name:

On/Off Campus FWS job?

*On-Campus FWS Funding Dept. Codes
(Use only if you check on-campus FWS)*

Total FWS Award

FWS Year

*Off-Campus FWS Funding Dept. Codes
(Use only if you check off-campus job)*

Comments/Remarks (Please note: A job title can no longer be added to the student timesheets)

Department Instructions: Print, Sign & Date Form

If this is a new job (student never worked at TU): Give to student to take to Office of Human Resources to complete Form I-9. **NOTE: TU has transitioned to an automated I-9 and E-Verify system. Please visit https://ows01.hireright.com/oseserv/entry?entry=i9_kiosk&code=TOWSON1 to complete Section 1 of the Form I-9 and bring appropriate documentation to the Office of Human Resources to complete Section 2.**

If this is an additional job, send by campus mail to: Student Financial Services, 4th floor, ADM

Student Employee Signature

Date

Supervisor Name

Supervisor Phone

Supervisor Email

Department Authorized Signature

Date