



KEAN UNIVERSITY

STUDENT ASSISTANT AUTHORIZATION TO HIRE FORM

Personal Information

ID Number _____ Date of Birth _____
First Name _____ Last Name _____ MI _____
Street Address _____ Apt _____
City _____ State _____ Zip _____
Contact Number _____ E-Mail Address _____
Gender Male Female
Ethnicity/Race American Indian/Alaska Native Asian Black/African American
 Caucasian Hispanic/Latino/Spanish Native Hawaiian/Pacific Islander
Student Assistant (please sign) _____ Date _____

Department Information

Department Name _____
Fund _____ Cost Center _____ Object Code _____
Contact Person (please print) _____
Department Extension & E-Mail _____
Department Director (please print) _____
Department Director (please sign) _____ Date _____

Employment Information (To be approved by HR)

Requested Date of Hire _____ Proposed Hourly Rate _____

Signatures (All signatures are required for processing)

Budget Director _____ Date _____
Human Resources Director _____ Date _____

This form must be submitted to the Office of Human Resources a minimum of four weeks (two pay periods) prior to the requested date of hire unless otherwise specified. Students must complete and submit all required documents (W4 Form, I-9 Form, Application, ID and Social Security Card) to HR. International students must submit work authorization documentation.

The department must include a detailed job description which outlines the responsibilities of the student in order to determine the rate of pay, otherwise, the minimum rate will be given. Students must not begin working until approval is received from Human Resources, or risk termination.