

## Student Hourly Employment

**REQUEST TO HIRE – Must submit prior to first day of work!**

Name: \_\_\_\_\_

First day of work: \_\_\_\_\_

Reason for hire:

- ☐ Office work
- ☐ Research
- ☐ TA
- ☐ Learning Community
- ☐ Peer Mentor
- ☐ Senior Design
- ☐ Other: \_\_\_\_\_

Rate of pay: \_\_\_\_\_

Account: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Anticipated end date: \_\_\_\_\_

Lab (room #) access requested: \_\_\_\_\_

Bldg. access requested: ☐ Coover ☐ Durham ☐ Nuc. E. ☐ MRC

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EMPLOYEE: Return completed form ON OR BEFORE FIRST DAY OF WORK to ECpE Main Office**

<<<For Office Use Below>>>

**RECEIVED ON (date):**

☐ **Accounting Specialist Copy**

- \_\_\_\_\_ **XH FORM:** Copy to Accounting Specialist to process
- \_\_\_\_\_ Prepared and signed as department contact
- \_\_\_\_\_ Signed by student
- \_\_\_\_\_ Signed by HR
- \_\_\_\_\_ Received, updated hourly timesheet tracking file, filed

☐ **Department Secretary Copy**

- \_\_\_\_\_ **KEYS:** Copy to Secretary to process
- \_\_\_\_\_ Key File updated
- \_\_\_\_\_ Physical keys requested
- \_\_\_\_\_ Accesses (swipe/prox) requested for interior space (through CSG, [ecelocks@iastate.edu](mailto:ecelocks@iastate.edu))
- \_\_\_\_\_ Accesses (prox) requested for exterior space (through FPM, <https://www.fpm.iastate.edu/buildingsecurity/coordinators/login.asp>)
- \_\_\_\_\_ Paperwork printed, signed, and filed