



MICHIGAN STATE UNIVERSITY

**Student Hire/Additional Assignment
Employment Application**

Forward completed form to the CHM East Lansing Deans Office, A108 E. Fee Hall or send via e-mail to chm-hr@hc.msu.edu

Processing Timeline: 5 business days for new student hires and 2-3 business days for student additional assignments. Please note start dates may be adjusted dependent upon I-9 verification date. A hiring confirmation e-mail will be sent to the supervisor once the hire is finalized. The employee is not authorized to start working until this confirmation e-mail is received.

APPLICANT INFORMATION

Last Name:		First:	Middle Name:	APID:
Local Address:			Apartment/Unit #:	
City:		State:	ZIP:	
Phone:		E-mail Address:		
Are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>		Are you currently enrolled? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you currently working on campus? YES <input type="checkbox"/> (If yes, number of hours: ___) NO <input type="checkbox"/>		Do you have Work Study? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Do you have relatives working in this department? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain:		

AUTHORIZATION FOR HIRING (TO BE COMPLETED BY THE HIRING DEPARTMENT)

*Start Date (MM/DD/YY):		Dept. Name:		
Job Title:	Internship? YES <input type="checkbox"/> NO <input type="checkbox"/>	Hourly <input type="checkbox"/>	Project Pay <input type="checkbox"/>	
Job #:		Grade Level:		
Account:	Sub Account:	Account:	Sub Account:	
Pay Rate:	Supervisor:	Payroll Clerk:		
The Hiring Department has: Verified I-9 is already on file at MSU <input type="checkbox"/> Verified Electronic I-9 <input type="checkbox"/>				

**The Affordable Care Act (ACA) mandates if a student employee averages 30 hours or more per week for the year, they will be eligible for health care coverage the following year at the hiring unit's expense.*

**As a U.S citizen or permanent resident, a student employee cannot work over 29 hours per week during fall and spring semesters, or 20 hours a week during fall and spring semesters if they are an international student.*

HIRING AGREEMENT (TO BE COMPLETED BY THE HIRING DEPARTMENT AND NEW HIRE)

I agree to this job title and pay rate. I understand that as a U.S. citizen or permanent resident I cannot work over 29 hours a week fall and spring semesters, or 20 hours a week fall and spring semesters if I am an international student. (All students can work up to 40 hours a week during semester breaks, finals week and summer semester.)

I understand that as a student employee I am an at-will employee and continued employment is based on employer discretion and eligibility each semester.

Student Signature:	Date:
Authorized Signature:	Date:

MSU is an Affirmative Action/Equal Opportunity Employer. MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.