

STUDENT EMPLOYMENT NEW HIRE / TERMINATION FORM

COMPLETE THIS FORM IF YOU HIRED A NEW STUDENT WORKER OR WHEN A STUDENT TERMINATES EMPLOYMENT WITH YOUR DEPARTMENT.

STUDENT NAME

STUDENT ID

DEPT ACCOUNT NUMBER

NEW HIRE

TERMINATION

TERMINATION DATE

*Send termination notices to Mandy Roell – roellma@earlham.edu

PLEASE COMPLETE THE FOLLOWING FOR NEW HIRES ONLY:

JOB TITLE

DEPARTMENT ACCOUNT NUMBER

PRIMARY SUPERVISOR

SECONDARY SUPERVISOR

HAS THE STUDENT COMPLETED TAX PAPERWORK? (Please check the directory)

YES (Send completed form to Mandy Roell – roellma@earlham.edu)

NO (Send completed form to Kimberly Evans – evanski@earlham.edu)

** Students who have not completed their tax paperwork, **CAN NOT** work until they have completed their onboarding documents. HR will schedule the onboarding appointment with the student after this notification of hire is submitted. HR will send a confirmation email to supervisors once onboarding is complete and the student can begin to work.

Signature

Date