

Business Services – Student Payroll

FICA Tax – Hire Form



This form must be completed for each student hired to work a normal schedule of more than 30 hours per week. The employing department is responsible for completing the form at the time of hire and delivering it to the Student Payroll Office prior to the first paycheck.

**If the student worker will only on *rare* occasion work more than 30 hours per week, that would not be considered a 'normal work schedule.' For example, if a student must work extra for a given pay period because another student worker is sick or some other unforeseen event occurs, this form is not necessary.

Student Name (please print) _____ ID # _____

Begin Date (over 30 hours) _____ End Date (over 30 hours) _____

Department Employed In _____

Name of Supervisor (please print) _____

Signature _____ Date _____

IMPORTANT NOTE: Please contact the Student Payroll Office if this student's circumstances of employment changes.