

Student Hire Justification Form

Name:

Empl ID# (USCID#):

Student Email Address:

Type of hire (Undergraduate or Graduate):

Is this student currently employed at USC?

Is this student a U.S. Citizen?

Is this student registered for the Fall, Spring or Summer semester?

Employment dates: -

Hours per week:

Salaried/Hourly: Rate (dollar amount):

Student job description:

Supervisor/Timekeeper:

Account funding source:

Department Chair/Department Supervisor Signature: _____

Budget Department Signature: _____

Note: Form is to be submitted 7 days prior to student's hire date; otherwise, the start date will have to be adjusted. Also, payroll strongly advises all salaried student hires should begin either the 1st or 16th of the month to minimize any payroll issues.