

Portland State University
STUDENT HIRE/CHANGE FORM

Verify employment authorization by viewing HRC sticker on student's ID card. (If they don't have the sticker, send them to the Human Resource Center, 302 USB, to complete required forms).

Name – Last/First/Middle		Social Security Number	
Major Org Code		Major Org Title	
HOME ADDRESS – CHANGE (Street Address, City, State, Zip Code)		Home Phone ()	
WORKSTUDY HIRE / REHIRE DATE: _____ _____ STUDENT SIGNATURE (Required to authorize use of award) Job Title: _____ Position Number/Suffix: _____ Labor Distribution: Index _____ % _____ Index _____ % _____ Index _____ % _____ TERMINATION DATE: _____		REGULAR WAGE HIRE / REHIRE DATE: _____ Position Number/Suffix: _____ Labor Distribution: Index _____ % _____ Index _____ % _____ Index _____ % _____ TERMINATION DATE: _____	
LABOR DISTRIBUTION CHANGE DATE: _____		Position Number/Suffix: _____	
Index _____ % _____	Index _____ % _____	Index _____ % _____	Index _____ % _____
Index _____ % _____	Index _____ % _____	Index _____ % _____	Index _____ % _____
EMPLOYER INSTRUCTIONS: I have verified (SFAREGF) that the above named student is at PSU for at least 6 undergraduate credit hours or 5 graduate credit hours and I certify that this student is eligible to work at PSU according to Student Employment Guidelines. Term _____ Enrolled for _____ credit hours			
DEPARTMENT HEAD / DIRECTOR'S SIGNATURE		Date	Contact Person
		Phone	Mail Code
FWSP – original to Financial Aid Office (FA) within 3 days. Regular Wage – original to Human Resource Center (HRC) within 3 days.			
Remarks:			
Financial Aid Approval		Human Resource Center Use	