



***Ave Maria University***  
***\_\_\_\_ Student New Hire Form***  
***\_\_\_\_ Student Change Form***

Student Name: \_\_\_\_\_

Position Title: Student Worker Dept. #: \_\_\_\_\_

\_\_\_\_\_ Pay Rate: Check if: \_\_\_\_\_ Minimum Wage: \$8.25/hour OR

**Other Hourly Wage Rate:** \_\_\_\_\_

Effective Date of Hire: \_\_\_\_\_

Federal Work Study Eligible: \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of campus jobs held by student (no more than 2 permitted): \_\_\_\_\_

Class Year: \_\_\_\_ Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_ Senior

(Note: Freshman/Sophomore may work no more than 15 hrs./week, Junior/Srs., 20 hrs./week)

Direct Supervisor: \_\_\_\_\_

Time Clock Supervisor: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ACTIVITY	FROM	TO	EFFECTIVE DATE
Change in Pay Rate			
Change in Dept. Number			