



Ave Maria University

Student New Hire Form *Student Change Form*

Student Name: _____

Position Title: Student Worker **Dept. #:** _____ **Dept. Name:** _____

Pay Rate: Check if: _____ **Minimum Wage:** \$8.65/hour, OR

Other Hourly Wage Rate/hour: \$ _____

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 while enrolled in classes that are in session during the Spring and Fall Semesters)

Direct Supervisor: _____

Time Clock Supervisor: _____

Department Director Signature: _____

Date: _____

ACTIVITY	FROM	TO	EFFECTIVE DATE
Change in Pay Rate			
Change in Dept. Number			
Classification Change (i.e., from Student Worker to Summer Worker or vice versa)			