

Completing Student Hire Forms

1. Always begin by downloading a fresh copy of the student hire form from the HR Forms web site located at <https://campus.plymouth.edu/human-resources/forms-policies/all-forms/>.
2. Name – Must include first, last; middle initial preferred
3. ID – Students may now find their PSU ID on the MyPlymouth Welcome page. Please have student provide their ID.
4. HUB Suite Box – Must be completed for undergraduate student hires; grad students do not have HUB suite boxes so this field may be left blank for grad hires.
5. Payroll Type – Must indicate hourly or work study
6. Start and End Date – Must include both start and end date; last date for student employment for this academic year is 5/9/20.
7. Hourly Pay Rate – Check approved rate for student job title to make sure rate is within correct wage range.
8. FTE Calculation – Divide hours per week by 40 or use FTE calculator located on the HR forms page.
9. Timesheet Org – Must be completed.
10. Org Cluster/Unit – Enter name of Academic Unit or use code.
11. Supervisor – Must include name AND USNH ID (9 number – all faculty and staff may find this number on the MyPlymouth Welcome page)
12. Student Job Title – Must match an approved position description form on file. Ask your FSC for assistance if you are unable to find an approved form.
13. Position Classification – Must match approved position description form on file.
14. Funding Source – Must contain enough information for the FSC to complete FOAPAL string. Check that adequate funding is available prior to submitting hire form.
15. Program and Activity to be Supported – You should use these fields to indicate the type of work the student will be performing. It is important for the FSC to be able to distinguish whether this will be instructional work for a program (tutoring, teaching assistant, grading, etc.) or general office or administrative work. Use the Activity field to indicate if an activity code should be used.
16. Working outside of State of NH – Must be completed, yes or no. Almost all students will be no since the vast majority of students work on campus.
17. Student Signature – Must be signed by student; typed signatures are not acceptable. Scanned signatures are acceptable.
18. Hiring Supervisor Signature – Should be signed by supervisor; typed signatures are not acceptable.
19. Funding Supervisor – Must be signed by budget manager; typed signatures are not acceptable. For most academic hires this will be the Academic Unit Budget Manager.
20. Completed forms should be submitted to your FSC. ONE of the following two methods may be used: 1) scanning to email; or 2) hard copy delivery. Do not submit one hire form both ways, as it is likely to cause duplication of work.