



# Student Hourly Employment Form

Empl ID #

Rcd #

**Student Information:**

Last Name:

First Name:

Middle Name:

Social Security #:

Birth Date:

Gender:

*NEW EMPLOYEES: Complete the Employee Self-Identification Form (pages 3 and 4) and submit with the W-4 and this form to your payroll coordinator. [https://www.wisconsin.edu/ohrwd/benefits/download/payroll\(2\)/w4-employee-withholding.pdf](https://www.wisconsin.edu/ohrwd/benefits/download/payroll(2)/w4-employee-withholding.pdf)*

Have you ever been employed in another position in the UW system?    Yes    No

**Address (where to send tax statements, etc.):**

Number & Street:

Apt/Unit:

City:

State:

Zip Code:

Phone #:

Email:

**Position Information:**    Employing

UDDS: A488500

Employing Unit Name: Department of Spanish and Portuguese

**Job Code: SH001 STUDENT HELP**

Working Title:

Hourly Rate:

Start Date:

End Date:

Work Location: Van Hise Hall

Room: 1018

*Individual(s) responsible for verifying and approving hours in HRS (include leading zeros):*

Supervisor:

Backup:

Backup:

Backup:

**Office Use Only**

**Funding Information:**

**Fund:**                      **Dept:**                      **Program:**                      **Project:**                      **Fund %:**

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Funding

Direct Deposit Form Received

Date Entered

TL Security

Entered By:

I-9 Initiated

I-9 Verified

Entering and Approving Hours Info Sent to Employee & Supervisor