

**STUDENT ASSISTANT APPOINTMENT FORM**

FACULTY MEMBER MUST COMPLETE THE FOLLOWING:

I wish to hire/reappoint \_\_\_\_\_,

UFID # \_\_\_\_\_ on account number \_\_\_\_\_.

Student's email address \_\_\_\_\_

Appointment will begin on \_\_\_\_\_ and terminate on \_\_\_\_\_.

This student will be working \_\_\_\_\_ hours **biweekly** at the rate of \_\_\_\_\_ per hour.

FACULTY MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SALARY RANGE IS FROM: \$6.15 to \$10.00.

OVER \$10.00/hr. requires a letter addressed "To Whom It May Concern" justifying salary request and outlining specific duties and unique abilities needed. Requests are evaluated by Student Employment.

If this is a new appointment, the student will need to do the following:

Obtain a WORK PERMIT from Student Employment in Criser Hall.

Bring this form, WORK PERMIT, social security card and drivers license to Carol Blankenship, room 132 N-Z. Employee will then be given balance of payroll sign-up materials to complete.

A SOCIAL SECURITY CARD IS REQUIRED FOR EMPLOYMENT AT THE UNIVERSITY OF FLORIDA. If the student does not have a SOCIAL SECURITY CARD, employment can not begin until a duplicate is received from the Social Security Administration.