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Date:

EPPWS Graduate New Hire Sheet	
Student Name:	_
Banner ID:	_
Student Email:	_
Student Grade:	_*Check notes for grades (G1, G2, G3)
Start Date:	*3 Day lead required.
End Date:	_*Required for all appointments.
Index:	
FTE/Work Hours:	_*20 hours during semesters/40 Hours Summer
Room Access:	

*G1 (New Students – w/o a masters), G2 (Previous masters experience, returning students), G3 (Ph.Ds. Exclusive)

*Start date: May be based on faculty report dates, or merely request Semester dates be used. End dates required for all appointments on nonstandard start date times i.e. (5/10 - 7/3) (unless using annual or semester appointment plan)