

EPPWS Graduate New Hire Sheet

Student Name: _____

Banner ID: _____

Student Email and Phone Number: _____

Student Grade: _____ ***Check notes for grades (G1, G2, G3)**

Start Date: _____ ***3 Day Lead Required**

End Date: _____ ***Required for all appointments**

Index: _____

Hourly Rate: _____

FTE/Hours Total: _____ ***20 hours max during semester/40 during 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)

Supervisor signature: _____

Comments: