

EPPWS Undergraduate New Hire Sheet

Student Name: _____

Banner ID: _____

Student Email and Phone Number: _____

Student Title: _____

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

Index: _____

Hourly Rate: _____

FTE/Work Hours Total: _____ ***20 hours max during semester (0.50 FTE)**

Work Study: YES ☐ NO ☐

Room Access:

**For room/key access, please indicate the lab room number and if student will need access to Skeen (OSD).*

**For any index percentage splits, please indicate on the index line or in the comments section.*

Supervisor signature: _____

Comments: