



USC BEAUFORT
STUDENT EMPLOYMENT REQUEST FORM

Initiated By: _____

Phone: _____

Email: _____

Student Worker Object Codes

51419 – Undergrad Research Assistant
51420 – Undergrad Stud Asst
51422 – Workstudy – Non-Grad CWS
51423 – Not Enrolled REGS
51427 – Undergrad Student Research Asst CWS
51428 – Non-Enrolled Undergrad Research Asst

****NO STUDENT CAN BEGIN WORK PRIOR TO COMPLETION OF THE I-9 FORM****
FORM MUST BE FILLED OUT COMPLETELY

CHECK ONE:

New Student Position
Position never filled before

Reappointment
Position filled with same employee

Replacement
Position filled with new employee

Name: _____ SS #: _____

Dates of Employment: Begin _____ to End _____

Hourly Rate: _____ Salary: _____ No. of Hours per week: _____

Job Title: _____

Brief Job Description: _____

ACCOUNTS: Department: _____ Fund: _____ Object Code: _____ %: _____
Department: _____ Fund: _____ Object Code: _____ %: _____

SUPERVISOR INFORMATION (*Class and Slot information can be found on your employment screen on VIP*)

Name: _____ SS#: _____ Class: _____ Slot: _____

REQUIRED SIGNATURES (*Signatures must be obtained in order listed below*)

Department Head

Date

Unit Vice Chancellor (Chancellor, EVCAA, VC, Athletic Director, CIO)

Date

Budget

Date

ITAMS # _____

Human Resources

Date



Completed I-9 required BEFORE Student may begin work.