

MARYMOUNT MANHATTAN COLLEGE
STUDENT HIRING FORM

HR/Payroll Use Only

ADP File # _____

Time/Attendance Y / N

This form should be completed for all student hires, both work study and non-work study.
All student hiring forms must be forwarded to the Financial Aid department for verification.

1. Student Information

Name _____ MMC ID # _____/

_____ Student's signature _____ Date: _____/

2. Department information

Please note: Once a student has used their maximum eligibility amount, the student will be terminated.
Attach the student's I-9 & Wage Theft Prevention Act (WTPA) form.

☐ Student Employee ☐ Other _____ ☐ New employee ☐ Rehire

Department Name _____

*Start Date ____/____/____ *End Date ____/____/____ Budget Code ____ - ____ - ____
(Proposed) (Proposed) Fund Object Code Dept. #

*Pay Rate \$ _____ ☐ *Total Hours (per fiscal year): _____ ☐ Stipend # of payments _____
(Cannot exceed 19.5 hours/week)

Reports to _____ Ext # _____ Date ____/____/____
(Print & Sign Name)

Area Vice President (Non-Work Study only) _____ Date ____/____/____
(Print & Sign Name)

*** Must be completed for processing.**

3. Financial Aid Approval

FWS rates are set annually by FA office.

Total FWS Award: \$ _____ ☐ Student with work-study ☐ Student without work-study

Comments: _____

Financial Aid Approval _____ Date ____/____/____
(Print & Sign Name)

4. Budget Approval

Funds Available ☐ Yes ☐ No _____ Obj. Code ____ - ____ - ____ Department ____ - ____ - ____
Amount Available

Budget Approval _____ Date ____/____/____
(Print & Sign Name)

5. Human Resources Approval (For HR Use ONLY)

Director: _____ Date ____/____/____
Start Date: _____

6. Notes (Use to Indicate 2nd job, etc.)