

Sample Hire Request Documentation for On-Campus Employers For New and Returning Work-Study (WS) Hires

This document provides a sample email hire request to assist you in the Work-Study hiring process.

Step 1: Confirm the student has accepted or is returning to their position (by email) and request a recent copy of their **Work-Study Verification Form**. (Students can access a copy of their Work-Study Verification Form in their CASH page in UT Direct.)

Step 2: Email HR Partner and Staff Authorization (your Department's Authorizer for user access). Include the following information in the email.

(Please verify with your HR partner what information your HR Partner desires)

RE: Request to Hire (pick one):

WORK-STUDY STUDENT EMPLOYEE REQUEST						
<input type="radio"/> UT Work-Study (WS Verification form attached) <input type="radio"/> UT Student <input type="radio"/> Non-affiliated Student (if selected, provide the name of the school they attend)						
Include:						
Candidate Name:						
Candidate EID:						
Candidate phone number and email address:						
Supervisory Org. (If unknown, please state name of immediate supervisor):						
Department:						
Job Title:						
Job Profile:						
WS Award Amount: (SU - \$, F - \$, Sp. - \$)	Su \$	F \$	Sp \$	Su \$	F \$	Sp \$
Proposed hourly rate:						
Number of hours per week:						
Start date:						
End date:						
Wages Account Number (Sub 20): (may be optional)						
Justification for offer: (may be optional)						
Did student have an assignment last semester?						
Is WS Verification attached? (Yes/No)	Yes		No			
HireUTexas Ad Attached?	Yes		No - Rehire			

Step 3 – Email the student about accessing the New Student Employee Checklist and resources, completing I-9 and compliance training through HR, setting a start date, and receiving supervisor onboarding information.