

Brandeis University Student Employee - Add Job

Current Employee Information

First Name:

Last Name:

D.O.B:

Employee ID:

Wage Rate:

Actions and Reasons

Please check all that apply. You must provide a reason for **ALL** actions. If there is a pay rate change, please indicate new job title or reason for raise. Incomplete forms will not be processed.

Effective Date:

Rehire

Add Additional Job

Reason:

Job Details:

Wage Rate:

Job Title:

Costing Info:

Cost Center Fund: Program: Project/Grant Discretionary

Required Signatures:

Supervisors Name

Supervisors
Signature:

Date:

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For Student Financial Services Use Only

Approved By:

Date:

New Position #