

Physics & Astronomy/Physical Science Hiring Form

Page 1 of 2

Terms & Conditions and Instructions

Terms & Conditions:

1. This form is for students to be hired as an RA/TA/Other position that a professor/supervisor in Physics & Astronomy or Physical Science has extended to them.
2. Completing and submitting this form **does not guarantee employment** with the Physics & Astronomy/Physical Science Department.
3. If you do not meet the minimum criteria as indicated below, you are NOT eligible to work and will not be hired.
4. Additional requirements from the University and Student Employment apply.
5. Students are NOT to complete **ANY** work until hired by the Department Employment Specialist and proper I-9 documents are on file with Student Employment.
6. When the Employment Specialist receives the "Authorization to Begin Work" from Student Employment, an e-mail will be sent to the professor and the student. This is the absolute earliest the student can start working.

Instructions:

1. Check eligibility through **Student Employment website**: <http://www.byu.edu/hr/managers/student-hiring/student-employment-procedures>.
2. If you meet qualifications and requirements from #1, **complete the form** on the second page of this document.
3. **Print** and **Sign** the form.
4. Take the printed form to your Direct Supervisor to have them complete the **Professor/Supervisor Provide** section in blue at the lower left-hand corner of the form.
5. If you have never worked on campus before or if you have not been continuously hired for the previous three years, you will need to check the *I-9 Procedures* on the **Student Employment website** (<http://www.byu.edu/hr/employees/procedures/hiring-employment-procedures/i-9-procedures>) and bring the necessary documents with you when you come to be hired.
6. ****Meet with the Department Employment Specialist** in N234 ESC to review eligibility and to be hired **PRIOR** to working.** Make sure you bring in the completed form and if needed, the necessary *I-9* documents.

Policies and Expectations

All student employees for Physics & Astronomy/Physical Science:

1. Must complete training regarding their specific duties provided by their Direct Supervisor or assigned trainer.
2. Should abide by all policies for student employment at BYU, especially with regard to university dress and grooming standards.
3. Will be paid on an hourly wage and are expected to properly clock in and out for all hours worked. If you have multiple jobs on campus you are responsible to clock into each job correctly by using the proper Job Key which can be given to you by your KRONOS supervisor. The Direct Supervisor will review the employee's hours every two weeks and will not approve times that do not appear to be correct or that do not match the amount of work submitted.
4. Are required to set up direct deposit as outlined by the University Policy.
6. Required by a supervisor to obtain a key from the key office to perform your job, are responsible to pay the deposit and return the key when finished. If you lose the key it is your responsibility to pay the replacement fee.
7. Who need access into a lab with a card swipe or door code, need to speak with the Department Secretary in N273 ESC.
8. Are responsible to obtain any other necessary access, documents, or training pertinent to your job.
9. Will not receive training or perform work until the "Authorization to Begin Work" e-mail has been received from the Employment Specialist.

Hiring Form

(Page 2 of 2)

Personal Information

Full Name: _____ BYU ID#: _____ Citizenship: U.S. International

E-mail Address: _____

Eligibility Requirements

Are you a Day Continuing Undergraduate Student currently registered for classes in the Semester/Term you plan to work? Yes No

Number of daytime credits* registered for: Fall _____ Winter _____ Spring _____ Summer _____

*Independent Study, Salt Lake Center, Post Baccalaureate, Evening School and audited courses **DO NOT** count as daytime credits.

Employment Information

Job Title: RA TA Other If Other, Enter Title Here: _____

Supervisor's Name: _____ First Day of Work/Training: _____

Will you have other BYU employment while working at this job? Yes No

If yes, select: Switching/replacing current job Adding another job Payment method at other job(s): Hourly Contract

If switching/replacing jobs, which job are you leaving? _____

If adding a job, what departments do you currently work for? _____

Do you have a current **Form I-9** on file with Student Employment? Yes No I Don't Know

Student Comments:

Supervisor Comments:

Employee Acknowledgement

I certify that all the above information is correct, I meet the necessary requirements for the position, and I have read and agree to abide by the Policies and Expectations for the Physics & Astronomy/Physical Science Department as included on the first page.

Signature: _____ Date: _____

If necessary, I will take the proper I-9 documents to Student Employment to finish the hiring process: _____
(initials)

Professor/Supervisor Provide:

Supervisor's Signature: _____

MAX hrs/week: _____ Hourly Wage: _____

Account Code: _____

Departmental Use Only:

Date Received: _____ Meets Eligibility Criteria

Approval Initial: _____ KRONOS Introduction

I-9 Completed: _____ Rec'd KRONOS Job Key