

(Includes Students, Grads, Work Study, Temps, Lecturers)

Instructions to Complete the Form

Hiring Department

Type of Hire:

Student (RS, WS, ZS)

Graduate Assistant
(GA, GTA, GRA, ZG)

Temporary (U3, U4, U5, U6, U7, U8, U9, U10) Lecturer (LP)

Employee Information:

First Name:

Middle Name or Initial: (optional)

Last Name:

WSUID: (if available)

Email: Non-WSU email

Yes No US Citizen

Personal Phone Number:

Position Information

Org Number:

• First Day of Work:

End Date: (All Temps, Lecturers, and Grads)